Credit Card Policy

The purpose of the credit card policy of the Bibliothèque Allard Regional Library is to facilitate the Director’s purchases for the Library, while maintaining accountability. The policy provides a system of internal controls to ensure that the Library complies with all applicable laws.

The Board of Directors will be responsible for the approval and monitoring and generally overseeing compliance with the credit card policy.

The credit card may be used only by the Head Librarian for the purchase of goods or services for the official business of the Bibliothèque Allard Regional Library. The Head Librarian must submit documentation detailing the goods or services purchased, cost, and the date of purchase. Usage is limited to purchases and does not allow cash advances.

The Head Librarian is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.

The Head Librarian must immediately surrender the card upon leaving the employ of the Bibliothèque Allard Regional Library.

The Bibliothèque Allard Regional Library Board will use disciplinary measures consistent with the current law for unauthorized use.

The balance due on the credit card account shall be paid within 30 days of the statement date. Bibliothèque Allard Regional Library Board accepts full responsibility for the debt incurred on the credit card. The total authorized credit limit for the credit card issued to the Library shall not exceed $5,000.

Any benefits derived from the use of the credit card shall be the property of the Bibliothèque Allard Regional Library.

Prior to initial receipt of any credit card, each individual must agree to and sign Agreement for Use of Bank Credit Card.

**Agreement for Use of Bank Credit Card**

The Bibliothèque Allard Regional Library Credit Card represents the Library’s trust in you. You are empowered as a responsible representative to safeguard Library assets. Your signature below is verification that you have read this Credit Card Agreement and agree to comply with it. It also acknowledges that you have received a Library Credit Card and have signed its reverse as authorized signature.

1. I understand that the card is for Library purchases only and I agree not to charge personal purchases. Cash advances are never permitted.
2. Improper use of this card can be considered misappropriation of Library funds, that will result in disciplinary action, up to and including termination of employment and/or criminal charges.
3. I am responsible for the security of the card and ensuring that only appropriate purchases are placed on the card.
4. If the card is lost or stolen, I will immediately notify the Credit Card Financial Institution and inform the Board Chairperson as soon as possible.
5. I agree to return the card to the Board Chairperson immediately upon extended absences, termination of employment, whether for retirement, voluntary or involuntary reasons.
6. The card is issued in my name and I am responsible for any and all charges against the card.
7. All charges will be billed by Visa directly to and paid by the Bibliothèque Allard Regional Library.
8. As the card is Library property, I understand that I am required to comply with internal control procedures designed to protect Library assets. I will be required to produce receipts for all purchases, code each receipt with the appropriate expense account and forward to the Bookkeeper for payment. All receipts must clearly indicate that the amount has been charged to the Visa card and is not a regular invoice for payment; this will avoid duplicate payments.
9. I acknowledge that I am financially responsible for any charges unaccompanied by a receipt, with the exception of routine credit card fees and interest. I understand that the Library recognizes that I may, from time to time, allow staff to utilize the credit card for library expenses, however I acknowledge that this does not relieve my responsibility for these charges against the card.
10. I agree that all credits must be processed against the card and under no circumstances are cash refunds permitted.
11. I understand that all charges to the card will be subject to review by internal staff, as well as scrutiny by the external auditors.
12. I realize that this credit card has a total credit limit of $5,000 and also understand that this purchasing card program does not impact my personal credit rating in any way.
13. I understand that the credit card program is not intended to avoid or bypass appropriate purchasing or payment procedures.

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Employee Signature

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Employee Printed Name

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Date

**DATE ADOPTED**: March 26, 2018