

## Policy Statement

The Comstock Township Library maintains credit cards to facilitate purchases for the Library.

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## Regulations

1. The library director will be responsible for the issuance, policy compliance, oversight, account monitoring, and retrieval of Library credit cards.
2. The library director, or other staff designated by the library director, will maintain current and timely records of all credit cards issued on behalf of the Comstock Township Library, including the staff members the cards were issued to and the dates of issue.
3. Only the staff members listed below will receive Library credit cards. The listed credit limits will apply:
  - A. Library Director: \$8,000 credit limit
  - B. Head of Circulation: \$4,000 credit limit
  - C. Head of Reference Services: \$4,000 credit limit
  - D. Head of Youth Services: \$4,000 credit limit
4. The library director, or other staff designated by the library director, may use a Library credit card only for goods or services purchased for the official business of the Library. Original receipts or facsimiles of original receipts detailing the goods and services purchased must be submitted to the library director as soon as possible after the purchase is made. The original receipts or facsimiles of original receipts and additional purchase documentation must include:
  - A. The goods or services purchased.
  - B. The cost of the goods or services.
  - C. The date of purchase.
  - D. The official business for which the goods or services were purchased.
  - E. Any other information required by the library director.

If no credit card receipt was obtained that describes the transaction, the staff member shall submit a signed voucher that shows the information listed above.

5. The library director is responsible for the protection of all Library credit cards and will immediately notify the financial institution issuing the cards if the cards are lost or stolen. Staff members must contact the library director immediately if the card they were issued is

lost or stolen.

6. Any staff member issued a Library credit card must immediately return the credit card to the library director and cease any use thereof upon the library director's request.
7. The library director and other authorized users must immediately surrender all Library credit cards and cease any use thereof upon leaving the employ of the Library.
8. The library director will review each credit card statement each month to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card receipt or a signed voucher shall be immediately investigated.
9. Any staff member who uses a Library credit card in a manner contrary to this policy shall be subject to disciplinary measures including, but not limited to, written reprimand, termination, or reimbursement to the Library for unauthorized expenditures.

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Approved: October 12, 2020  
Comstock Township Library Board of Trustees