

North Chicago Public Library
2100 Argonne Drive
North Chicago, Illinois 60064

Board of Trustees

Policy #011

Credit Card Policy

Adopted August 20th, 2013

Background

The preferred payment method is through vendor invoices and Library checks. This method allows for budget compliance and insures that the Library obtains certain discounts and does not pay sales tax. However, in certain cases, such payments may not be feasible. Thus, the Library Director is provided with a Library credit card.

Eligibility

Only the Library Director is authorized to possess and utilize the Library credit card.

Allowable Uses

The Library credit card is for Library business only. The Library credit card may not be used for cash advances, personal or non-Library business purchases for any reason. Any charges that cannot properly be identified or which are not properly allowed shall be paid promptly by the card user and, together with interest and all other charges made by the credit card company, shall constitute a prior lien against all amounts owed by the Library to the card user until paid in full.

The Library credit card is not intended for purchases that can otherwise be paid for using Library checks. The Library credit card is instead intended for vendors that do not accept checks, purchases during travel or emergency purchases.

Limit

The Library credit card shall be limited to a maximum of \$10,000.00

Tax Exemption

The Library is exempt from state sales tax. The Library Director should provide this information to vendors at the time of purchase and do whatever is feasible to ensure that the

Library does not pay state sales tax on purchases.

Security

The Library Director is solely responsible for all purchases on the Library credit card and for ensuring that the credit card number is not used by unauthorized personnel. The Library Director shall not share the card number with anyone. The Library credit card shall not be stored in an online account that anyone other than the Library Director has access to.

Approvals

All purchases with the Library credit card must be approved by the Board. No purchases shall be made for amounts not included in the Library budget.

Receipts

The Library Director is responsible for receiving, printing and retaining all receipts related to Library credit card purchases, including receipts related to online purchases. All receipts must be attached to the monthly credit card statement and must be approved by the Board. The Library Director shall label all receipts with a description to ensure proper coding of the charge. If a receipt is lost, a written description of the items and cost must be submitted by the Library Director.

Reimbursements

Reimbursements for return of goods and/or services must be credited directly to the Library credit card account. No cash may be received by the Library Director.

Lost or Stolen Cards

Lost or stolen cards must be reported and cancelled immediately. The Board must be notified of this activity immediately.

Termination

Upon the termination of employment of the Library Director for any reason, the Library Director shall reconcile all expenditures on the Library credit card since the last statement. The card must be surrendered to the Board upon termination of employment.

Policy Violations

Violations of this Policy may result in a warning, suspension or termination, depending on the severity of the violation and in the Board's discretion.