



THREE OAKS TOWNSHIP PUBLIC LIBRARY

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THREE OAKS, MI 49128

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WWW.THREEOAKS.MICHLIBRARY.ORG

**Three Oaks Township Public Library
Credit Card Policy**

The Library Director is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliances with the Library Board's Credit Card Policy.

The Library Credit Card may be used only by the Library Director, or one board member in absence of the director, for the purchase of goods or services for the official business of the Library. The use of the credit card is limited to library operating expenses. The monthly credit card balance cannot exceed \$2,000.

Monthly Vouchers shall also include the monthly credit card statement with receipts.

The Library Director and Library Board are responsible for the credit card's protection and custody. If a credit card is lost or stolen, the Library Board and Township shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

The Library Director issued a credit card shall return the credit card to the Library Board upon termination of his or her employment or service with the Library.

The Library Director shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or signed voucher shall be reported to the Library Board, the Township and the credit card company.

It is the intent of the Library Board to pay the balance on any credit card before interest is accrued and not more than forty days after the initial statement date.

The balance including interest due on the credit card arrangement shall be paid for within not more than forty days of the initial statement date.

The Library Director or Library Board Member who uses a Library credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Library Board:

Verbal counseling and a written reprimand

Suspension

Termination

Reimbursement to the Library for unauthorized expenditures.

This policy replaced any previous Credit Card Policies of the Three Oaks Township Public Library Board

Adopted 2-1-2016