

Dundee Library

Policy#

Approved: 12.2016

Amended: 5/18/2020

Credit Card /Store Credit Procedures

A credit card and store credit accounts have been established to meet the Library needs for purchases. Upon receipt of the original itemized documentation and Request for Payment form, which will then be paid by check. The credit card/store credit will not replace requisitions and purchase orders or other procedures.

Expenses may be incurred only if all the following conditions are met:

1 .Expenditures must be within the approved budget allocation. The expenditure may only be made after the approval of the required requisition and purchase orders. THIS CARD WILL NOT BE USED FOR PERSONAL EXPENSES.

2 Purchases may not exceed the credit limit.

3 Proper documentation to support the expenditure must be received prior to the receipt of the monthly statement. Proper documentation includes original itemized paid receipt, copy of the order form and packing slip for books, subscriptions or other receiving documentation. Not allowed documentation is non-itemized cash register receipts and hand written requests for reimbursement without receipts or other verification.

4. Sales tax will not be reimbursed. A tax exempt certification is available from the Library Director.

The Credit card will be kept in the Library Directors Office for safe keeping. The Library Director and Youth Services Specialist are authorized solely to use the credit card. The Director may issue the card on a temporary basis for Library materials, supplies, or equipment with approval by the Board of Trustees.

The credit card and store credit accounts will be established in the name of the Dundee Library. And the specific name of the individual with maximum credit limit of \$2000. All bank statements and correspondence will be sent to the Library Director.

Payment of the monthly statements must be made in a timely manner so that finance charges are not incurred Timely payment requires staff properly complete transactional paperwork.