

# Zion-Benton Public Library District

## Corporate Credit Card Policy – Company Issued

### **Introduction**

The Zion-Benton Public Library District may provide eligible staff members with credit cards, such as purchase cards (p-cards), to pay for specific and limited library expenses. Library credit cards are used to supplement other acceptable payment methods and should be used when other approved payment methods are unavailable.

### **Background**

The preferred payment method is through vendor invoices, corporate checks or library-initiated ACH payments. This method allows for budget compliance and ensures that the Library gets certain discounts and does not pay sales taxes. The Library has accounts with preferred vendors and these should be considered before using the credit card. In some cases, this may not be feasible for a variety of reasons.

### **Eligibility**

Only personnel specifically authorized by the Director are provided with corporate credit cards.

### **Allowable Uses**

- Credit cards will only be used for business purposes as provided for in the current budget.
- Personal purchases of any type are not allowed.
- Credit card use is limited to purchases where a credit account is not available, or the vendor is unable to invoice the library.
- All credit card purchases must be documented with receipts.
- Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these guidelines risk revocation of their credit card privileges and/or disciplinary action.

### **Tax Exemption**

The Library is exempt from state sales tax. The documentation is available upon request. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

### **Card Number Security**

The person whose name is on the corporate credit card is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone other than their official designee. In addition, the credit card should not be stored in an online account to which anyone other than the cardholder and their designee have access. If lost or stolen, the Library Director should be informed immediately.

### **Approvals**

All purchases with corporate cards are to be expressly approved by the card holder along with the budget manager (if different). No purchases shall be made for amounts not included in the library's budget.

## **Statements**

Credit card statements are sent directly to the business office. The business manager reconciles receipts with the statement, following up on any missing receipts or suspicious charges.

## **Receipts**

The credit card holder or their designee is responsible for receiving/printing and submitting all original receipts related to credit card purchases. This includes receipts related to online purchases, recurring charges, restaurant, or traditional retail purchases. The cardholder or their designee shall label all receipts with a description of the charge to ensure proper coding by the business office. **All receipts must be submitted to the business office as soon as possible and not more than one week after the purchase.** Original receipts should be taped to an 8½ x 11 sheet of paper and submitted to the business office (with a copy retained by the card holder or their designee). Receipts can be scanned or photographed and emailed to the business manager or administrative assistant to meet the deadline and then the original receipts can be submitted at a later date. If a receipt is accidentally lost, a written description of the items and cost must be submitted by the department supervisor (or their designee). Documentation must meet the standards of the auditor.

## **Termination**

All library property, including credit cards must be returned to the Library Director upon termination.

## **Policy Violations**

Violations of this policy may result in disciplinary action from a warning to cancellation of the card to employee termination. The following lists examples of violations—it is not an exhaustive list, and if there is a question, please consult the Library Director.

- A cash advance,
- use of the card for non-business purposes, or
- use of a library credit card for alcohol or entertainment not related to a library program
- Use of the card by an unauthorized person (or transaction) –.
- All receipts are not provided by the deadline
- Not reporting the card lost or stolen within 48 hours

**Agreement**

I, (employee name), hereby acknowledge receipt of the following credit card: (credit card name /number).

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases.

I acknowledge receipt of said Agreement and Policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the library and that the library will be liable to bank for all charges made on this card.

I will strive to obtain the best value for the library when purchasing merchandise and/or services with this card.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card.

I will return the card to the Library Director upon demand during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the library will be entitled to reimbursement from me of such purchases.

Employee

Date

Robin Smith, Library Director

Date