

Credit Card Policy

(Adopted 3/24/99, 1st Revision 2/7/2013, 2nd Revision 11/24/20)

The Board of Trustees of the Harborfields Public Library has approved the establishment of a corporate credit account with the First National Bank of Long Island.

Designated staff members, currently limited to the Library Director and Department Heads, will be permitted to use the corporate credit cards with the understanding that they are to be used for library purchases only. At no time are these cards to be used for personal purchases.

Credit limits on each card have been set at \$2,000, with the exception of the Library Director's card, which is set at \$5,000.

Library credit cards will be kept in the Business Office at all times, but may be signed out when the employee receives authorization to use the card for library purchases. Additionally, the cards must be returned to the Business Office and signed back in after purchases are completed. Cards may be signed out for longer periods of time in cases of authorized travel for conferences or related trips where the use of the card is necessary. Without exception, employees must obtain receipts from vendors for all purchases made using their assigned library credit card and these receipts must be submitted to the Business Office. The library reserves the right to request that the employee obtain a copy of any receipt that has not been submitted but appears on the monthly statement. If the employee cannot provide the receipt, the employee may be held personally liable for the expense.

Any misuse of the Library corporate credit cards, or delinquency in providing receipts for purchases, will result in the cancellation of the employee's corporate credit card and the employee will be required to reimburse the library for purchases made. Additionally, the employee may be subject to disciplinary action.