

# 1114 | Credit Cards

Date Policy Approved: March 23, 2017 by DeSoto Parish Library Board of Control

## 1114.1 | Documentation

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Credit cards are issued to staff members who frequently make purchases for Library events, have frequent travel expenditures, or who order supplies and equipment for the Library. The expenditure must be within the guidelines of the particular activity of the approved budget. The card is not to be used for any personal expenses. Prior to initial receipt of any card, each individual must agree to and sign the Credit Card Use Procedures.

The amount of available credit on each card is determined by the Library Director and Library Board of Control. Purchases may not exceed the assigned credit limit. There are no exceptions. Balances on credit cards are paid in full by the Library each month. Payments on the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork relation to the Library's accounting functions. Staff members who use Library credit cards maintain all receipts for expenditures. Proper documentation will include an original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase. Unacceptable documentation includes non-itemized cash register receipts or handwritten requests for reimbursement without receipts or other verification.

## 1114.2 | Reviewed

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An individual statement is prepared for each credit card. The statement is sent to the staff member holding the card. The staff member checks all expenditures listed on the statement against his/her receipts. If the charges listed and receipts match, the statement is initialed and dated. The statement and receipts should then be sent to the Assistant Director/Public Services Administrator for payment. Receipts should note which particular budget line item each item applies to.

Charges on Library-issued credit cards are reviewed each month by Assistant Director/Public Administrator. The Director reviews the master list of credit card charges after the individual statements are reviewed/approved by the cardholder. Charges on the Director's Library-issued credit card are reviewed by the Board Treasurer each month. A report will be generated each month in the Library's accounting software and all purchases will be reconciled. In the event that a Library issued card is used for an employee's personal expense, the employee is responsible for that expense and will reimburse the Library within that statement period for those charges. Disciplinary or legal action may result depending on the circumstances surrounding the use of the card.

## 1114.3 | Compliance

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### Agreement for Use of Library-issued Credit Card

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This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the DeSoto Parish Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the card.

I have read and understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of this card may result in disciplinary action and possible garnishment of my wages.

Card Issued: \_\_\_\_\_ Card #: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_