



Credit Card Policy

PURPOSE

The purpose of the credit card policy is to facilitate purchases for the library. The Fruitport District Library Treasurer and President will procure a credit card for the library from the financial institution offering the most favorable terms for the library.

LINE OF CREDIT

The line of credit extended to the library by means of the credit card shall not exceed One Thousand dollars (\$1,000.00) for FDL President and Five Thousand dollars (\$5,000.00) for FDL Treasurer.

DESIGNATED CUSTODIAN

The Library Treasurer and President is the designated custodian of the credit card. They must ensure that the card is used in conformance with this policy.

AUTHORIZED PURCHASES

When not checked out to an authorized employee or officer for an authorized purchase, the credit card shall remain in a locked drawer or safe in the Treasurer and President office.

1. Supplies
2. Services and Charges (where required)
3. Capital Outlays (where required)

PROHIBITED PURCHASES

Use of the library's credit card for personal purchases is expressly prohibited.

SALES TAX EXEMPTION

The library is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the credit card transaction should be tax exempt. The card user should provide the library's Sales Tax Exemption Certificate at the time of purchase, to avoid paying sales tax. Meals and lodging are not exempt from sales tax.

PAID IN FULL

The balance due on the credit card will be paid in full each month by or before the payment due date.

PAYMENT

Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documentation such as paid bills and itemized receipts must be provided by the card user. Any interest or penalty incurred due to late filing or furnishing of documentation will be the responsibility of that officer.

BENEFITS

Any benefits derived from the use of the credit card are the property of the library.

LOST/STOLEN

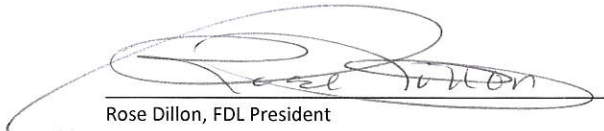
If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the library's board of trustees.

REQUIRED AGREEMENT

The treasurer and president will be required to read a copy of this policy and sign indicating they understand and agree to abide by the terms of the policy. If this policy is violated the library board will remove the credit card from user and prohibit any further use.

Adoption Date: July 18, 2018


Mary Weimer, FDL Secretary


Rose Dillon, FDL President