



Palmyra Community Library Credit Card Policy

The Palmyra Community Library maintains a single corporate credit card account up to \$17,400 as an ongoing option for staff to use for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt.

All purchases made by credit card must be in accordance with the library's purchasing policy.

Credit cards are to be used for library purchases only.

Three cards are issued. One card each for the following:

Library Director, limit of \$3000, unless otherwise authorized by the Board
Youth Services Specialist, limit of \$1000
Adult Services Coordinator, limit of \$1000

Individual purchase limitations:

The Library Director may make individual charges up to \$500, unless otherwise authorized by the Board as per the PCL Purchasing Policy.

The Youth Services Specialist, and Adult Services Coordinator may make individual charges up to \$250, unless there is consent from the director for higher purchases.

Credit card purchases will be limited to:

- the purchase of conference /travel related expenses
- material purchases (books, music, video and recordings) made through library accounts
- library supplies for programs, building maintenance and materials processing that are within the limitations of the budget
- postage and shipping related expenses
- other spending authorized by the director

Each person issued a credit card must complete, sign, and date the Library Credit Card Use Agreement. The completed agreements should be kept on file by the Library Director with a copy forwarded to the Treasurer.

For each credit card purchase, the library Credit Card Purchase Form must be filled out. Receipts and bills must be attached to the form, and these materials are to be submitted to the Treasurer promptly.

Adopted: June 17, 2021