

## Credit Card Policy

### 1) **Purpose**

To establish criteria for the use of credit cards issued on behalf of the Hampton Falls Free Library (HFFL) for the purpose of conducting library business.

### 2) **Overview**

The use of credit cards has proven to be a cost effective method of paying utilities and obtaining supplies and service items for the HFFL. The use of credit cards also makes the HFFL more accountable by providing detailed purchase histories and other important record keeping. Some travel and training costs may also be handled best through the credit card process. All benefits of HFFL credit cards will belong to the HFFL.

### 3) **Use of the Credit Card**

- a) The Library director will receive a **business** card with both HFFL and his/her name on it. The cardholder will have the ability to make transactions on behalf of others, however, the cardholder is responsible for all use of his/her card.
- b) The Board of Trustees Treasurer will receive a **business** card with both HFFL and his/her name on it. The cardholder will have the ability to make transactions on behalf of others, however, the cardholder is responsible for all use of his/her card.
- c) The credit card is to be used to conduct HFFL business only. The use of an HFFL credit card to acquire or purchase goods and services for other than official use of the Library is fraudulent use and may subject the cardholder to disciplinary action up to and including dismissal.
- d) The cardholder will retain vendor's receipts and/or records of telephone, internet and/or mail orders and file for future reconciliation of the credit card statement.
- e) Charges will be reviewed by the Treasurer and can be made

available for review by the Board.

f) Purchases over \$500 must be approved by the Board of Trustees.

#### 4) **Unauthorized Credit Card Use**

a) The credit card shall not be used for the following:

i) Personal purchases or identification

ii) Cash advances through bank tellers or automated teller machines

iii) Personal purchases or expenses with the intention of reimbursing the HFFL

b) A cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the bank or card company in connection with the misuse. The employee cardholder may also be subject to disciplinary action, which may include termination and legal action, if warranted.

c) A cardholder who makes unauthorized purchases with the credit card will receive a written warning on the first offense. If a second offense occurs, card privileges may be revoked permanently. A notation of each misuse by an employee cardholder will be made in the cardholders personnel file.

Adopted 5/25/2011

Last Updated 4/28/2016