



NEW ROCHELLE PUBLIC LIBRARY CREDIT CARD POLICY

This policy facilitates library purchases and established guidelines for the use of credit cards issued by the New Rochelle Public Library staff. This policy provides internal controls to ensure that employees comply with all applicable laws.

Credit cards are the property of the New Rochelle Public Library. Credit cards may be provided to employees holding certain positions within the New Rochelle Public Library as determined by the Board of Trustees and the Director.

Library credit cards shall have spending limits determined by the Director and approved by the Board of Trustees.

Use of Library credit cards shall be strictly limited to proper library purposes. Under no circumstances shall a library credit card be used for, or approved for personal use.

All users of credit cards must submit proper documentation to the administrators in the 3rd floor Administrative Office of the Main Library Branch, for all charges in a timely fashion, so that finance charges are not incurred due to late payment (see *Credit Card Procedures* below).

Before being issued a library credit card or receiving authorization to use a library credit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy. The credit card may not be used by anyone other than the individual to whom it is signed out. If the credit card is lost or stolen, the Library Director must be notified immediately. The Library Director must report the loss to the Library's Board of Trustees. If any library staff becomes aware of unauthorized or fraudulent use of any of the library's credit card accounts, the same must be reported immediately to the Library Director and the Library's Board of Trustees.

Credit cards are the property of the library and must be returned to the employee's supervisor upon termination of employment with the library.

Credit Card Procedures

Expenses may be incurred with the credit card **only** if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. The card is not to be used for any personal expenses.
2. Purchases may not exceed the card's credit limit. There are no exceptions
3. The credit card may not be used for cash advances.
4. All requests to use the credit card must be emailed to the Library Director and the Director must preapprove the use.
5. Proper documentation to support the expenditure must be submitted to the Administration for approval by the Director prior to the receipt of the monthly statement. Proper documentation is to include:
 - Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
 - In the case of book orders, subscriptions or similar types of orders, a copy of the order form document, and packing slip, or other receiving document must be attached when submitting receipts for payment.
 - A hardcopy printout of the items ordered on-line.
 - Examples of documentation not allowed:
 - Non-itemized cash register receipts.
 - Handwritten requests without receipts of other verification.

Approved by the Board of Trustees on December 12, 2024

NEW ROCHELLE PUBLIC LIBRARY
Annual Credit Card Policy Employee Agreement and Acknowledgement

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

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

I hereby acknowledge that I have received a copy of the New Rochelle Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions.

I fully understand and accept my personal responsibilities and liabilities involving the use of the credit card issued to me, and agree to comply with all requirements. I understand that any inappropriate use of the card, or violation of the policy, may result in disciplinary action and possible garnishment of my wages.

Employee: _____

Signed: _____ Date: _____

Director: Eugenia Schatoff

Signed: _____ Date: _____

Board of Trustees Approval:

Signed: _____ Date: _____

Approved by the Board of Trustees on December 12, 2024