

Credit Card Policy

The credit card (s) is the property of the Shenandoah Public Library and will be issued only in the City's name, but with separate signatures. The maximum credit limit will be \$2500 on each card.

The use of the card must be preauthorized by the Director or Director's Designee. The card may be used for:

- Registration for conferences and workshops and the associated travel and accommodations
- Secure accommodations and travel for program presenters
- Cover meals for program presenters and other incidental program costs
- Purchase library materials and equipment
- Cover meals for library visitors
- Purchase local prizes for library contests
- Postage and package mailings.
- And other purposes as deemed appropriate by the Director and in accordance with the stated mission/goals of the Library.

Each month the purchases will be noted in bold type on the Library Disbursements sheet and will be followed by the notation (Visa) after the vendor. This way each purchase will be reviewed and approved at the board meeting.

Expressly prohibited are cash advances of any kind and any personal purchases. This misuse or failure to report the card lost or stolen as soon as it is discovered will result in the Director's disciplinary action of the employee deemed responsible and may include termination of employment. In the case of misuse by the Director, the Operations Committee will recommend to the Board of Trustees the appropriate disciplinary action. All credit cards issued to staff shall be returned immediately upon request or termination of employment.

The Director has the authority and the responsibility to pay the statement before the due date.