



Seaford District Library
Corporate Credit Card Policy

The Library maintains a single corporate credit card account 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. With prior approval from the Board of Commissioners, bank credit cards will be established in the name of the Seaford District Library and the specific name of an individual with a maximum credit limit for each set by the Library Board.

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies. All credit cards will be held in the safe until needed by specified staff members, and then returned to the safe via the Director or Assistant Director.

Staff will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card. Bank credit cards will be used primarily for travel expenses to conferences and pre-payment of materials when required by a vendor.

Credit and store cards are not to be used for personal expenses by staff under any circumstance

Other prohibited uses include:

- Alcoholic beverages
- Cash advances or refunds
- Cell phones
- Employee-related events (birthdays, retirements, office parties)
- Entertainment of any type
- Flowers/balloons
- Gasoline
- Gift Cards
- Purchases delivered to a non-library address
- Purchases that are not related to library business
- Tuition
- Splitting of purchases to avoid or circumvent the purchasing procedures

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The use of cards does not replace requisitions or other purchasing procedures.

All purchases made with the Library corporate credit card must have the Director's prior written approval, and be fully documented. Execution of purchases will be the responsibility of the Director or Assistant Director. All credit card receipts and invoices must be submitted to and reconciled by the Director, or his or her designee, monthly.

Proper documentation is to include:

A completed Payment Request Form signed by the staff member requesting the purchase and the Director;
Original paid receipt indicating the amount paid, the vendor, and the itemized description of the purchases;

In the case of books, subscriptions or similar orders, a copy of the order form or document and packing slip or another receiving document;

A print-out of the items ordered online.

Examples of documentation NOT allowed:

- Non-itemized receipts;
- Handwritten requests for reimbursement without receipts or other verification.
- Not providing proper documentation and following proper purchasing procedures may result in revocation of card and appropriate disciplinary action which may include termination.

A lost or stolen credit card must be reported to the Director immediately.

Approved by the Board of Commissioners: October 16th, 2019