



Parke County Public Library

Credit Card Policy

The Parke County Public Library maintains a single corporate credit card account as an ongoing option for staff to use for emergency purchases or purchases where other forms of payment are unreasonable. With approval from the Parke County Library board previously, the bank card has been established in the name of the Parke County Public Library.

Staff will make every effort to use purchase orders and net 30 term payment arrangements. Bank credit card will be used primarily for travel expenses to conferences and pre-payment of materials.

- Credit cards are not to be used for personal expenses by staff under any circumstances.
- The use of the card does not replace purchase orders or other payment methods.

All purchases made with the Library credit card must have the director's approval. The purchases will be the responsibility of the Director and/or the Treasurer. All credit card receipts and invoices are to be submitted to and reconciled by the Director monthly.

Proper documentation to include:

- Original paid receipts including the amount paid, the vendor, and the itemized description of the purchase;
- In the case of books, subscriptions or similar orders, a copy of the order form or document and packing slip or other receiving document;
- A print-out of the items ordered online.

Documentation not accepted:

- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

A lost or stolen credit card must be reported to the Director immediately. No interest, carrying charges or penalties are to be incurred due to late payments. If any interest or penalty is incurred due to late filing or the furnishing of documentation by an employee, the employee should be held responsible for paying the interest or penalty charged.

The Library's bank credit card is viewable on the Old National Bank website.

Approved by the Parke County Public Library Board of Trustees: February 24, 2020