

Berne Public Library

Library Credit Card Policy

This policy facilitates library purchases and establishes guidelines for the use of credit cards issued by the Berne Public Library (BPL). This policy provides internal controls to ensure that employees comply with all applicable laws.

The use of the BPL credit card shall be strictly limited to proper library purposes. Under no circumstances shall the BPL credit card be used for, or approved for, personal use.

The authorized BPL credit card representative and account manager is the BPL trustee treasurer.

Only one person, the Library Director, will be authorized to use the BPL credit card.

Before being issued the BPL credit card, the Library Director must complete and sign the acknowledgement form stating that she or he understands and will comply with the BPL credit card policy.

There will be a \$500 credit limit per month on the BPL credit card.

Receipts must be provided for all purchases made with the BPL credit card.

The BPL trustee treasurer is authorized to pay the BPL credit card bill after board approval.

The BPL credit card bill may be paid online or by physical check.

The Library Director will immediately notify the BPL trustee treasurer if the BPL credit card is lost or stolen.

Upon the departure of the Library Director, the Library Director will return the BPL credit card to the BPL trustee treasurer prior to the end of the Library Director's last day of work.

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Manager Acknowledgement of Library Credit Card Policy

I hereby acknowledge that I have received a copy of the Library Credit Card Policy for the Berne Public Library (BPL) and the protocols for its use. I have read the policy and protocols and clarified with the BPL Board of Trustees any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the BPL will require restitution if the BPL credit card is used improperly.

Library Director: _____

Date: _____ Signed: _____

President, Board of Trustees: _____

Date: _____ Signed: _____