

CREDIT CARD USE POLICY

1. Use of the library credit card provides a means of purchasing items that cannot be obtained through usual vendors, are needed immediately, or must be purchased online. It eliminates the needs for frequent reimbursement to library employees who otherwise would have to pay with personal funds or credit cards.
2. The card shall have a maximum limit of \$1000.
3. Authorized Card Use - The library director is authorized to use the library credit card to make purchases of the following items:
 - a) Postage (stamps, Inter-Library Loan packages);
 - b) Magazine subscriptions and renewals, DVDs, books, and other library materials;
 - c) Cleaning supplies and other building supplies, story hour or summer reading craft items, and items that cannot be charged to regular vendors;
 - d) Travel/workshop expenses when authorized by the board;
 - e) Volunteer or retirement gifts/recognition items;
 - f) Renewal of anti-virus software subscriptions, or payment of software obtained through online downloads, as authorized by the board of trustees.
4. Inappropriate Card Use - The library credit card is not to be used for any of the following:
 - a) Items for personal use;
 - b) Cash or cash advances;
 - c) Payment of travel/workshop expenses for which reimbursement claims are filed.
5. Payment of Credit Card Bills

Billing for the credit card will be through the City of Garner; bills will be paid by the City Clerk after approval by the library board of trustees.