**Proposed Policy or Bylaw Addition
Sergeant Bluff Public Library Policy**

ARTICLE XX – CREDIT / PREPAID CARD (FINANCIAL CARD) USE

The Sergeant Bluff Public Library wishes to use prepaid / credit card(s) (financial cards) to streamline and enhance the purchase of Library materials and/or services and Public Act 266 of 1995 requires that local units of government adopt a credit card policy. It is the policy of the Sergeant Bluff Public Library that:

• The Library Director(s) shall be responsible for the issuance, monitoring and retrieval of the Library financial cards and for overseeing compliance with this policy. The Library Board member responsible for the library financial accounts shall be responsible for reconciliation of all financial card bills.

• The total combined authorized credit limit of any Library Financial Card shall not exceed $\_\_\_\_ or \_\_\_% of the total library budget for the current fiscal year.

• Financial cards shall be used only by a designated board member or person holding a position named in this policy at the Sergeant Bluff Public Library and shall be used only for the purchase of goods or services for the official business of the Sergeant Bluff Public Library.

• Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of financial card usage may be required from the Library Board as established within this policy and/or internal guidelines.

• An employee using a Library financial card is responsible for the protection and custody of the card and shall immediately notify the Sergeant Bluff Public Library Board if the card is lost or stolen.

• A representative or employee of the Sergeant Bluff Public Library using a Library financial card must submit a summary of itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and the approval for the purchases to the library board monthly. The original sales receipt must be signed by the cardholder and should be attached to the form.

• The balance due (if not a prepaid card) shall be paid on or prior to the due date from the Library checking account only after review by the Library Board.

• Unauthorized use of a Library financial card(s) by any representative and/or employee shall be cause for disciplinary action up to and including termination and or removal from the board. The representative / employee will be held responsible for the payment of any unauthorized purchases.

• Employees must surrender the Library financial card immediately upon termination, resignation or removal.

Authorized Users of the Library Financial Card(s):

Representatives or employees in the following positions are authorized to use a library financial card under the terms of this policy and under operational direction of and with accountability to the Library Board:

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Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ / Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Motion by:

Support:

Adopted: (Y) N