# CREDIT CARD USE

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| Date of Origin: June 4, 1998 | Approved By: Library Director & Library Board |
| Date(s) of Revision: 06/19/2003, 05/18/2006, 5/17/2012, 09/18/2025 | Date(s) of Review: |

Section 1. Authorization to use credit cards for purchases. Board of Trustees members or Library District employees issued credit cards may use them for official District purchases and acquisitions when authorized by the Director. The purchasing card is to be used when an open charge account is not available.

Section 2. Application. The BOARD shall determine and approve assignment and use policies for credit cards. The maximum transaction amount, the maximum monthly card limit, and the Library District's aggregate monthly limit will be established by the Library Board of Trustees. Limits will be reviewed annually. Credit Card Limit Schedule.

Section 3. Approved uses for credit card purchases. Credit cards may be used for the following purchases:

3.01. Fuel, supplies and equipment - only if purchase cannot be made through an open charge account. Charges for supplies and equipment shall not exceed $250.00 per item without the approval of the Director.
3.02. Registrations
3.03. Travel and/or training expenses
3.04. Payment of invoices or statements
3.05. Other items specifically authorized by the Director or Board of Trustees

Section 4. Purchasing restrictions. The following uses are not authorized credit card purchases or uses:

4.01. Cash advances of any kind

Section 5. Reporting credit card charges. After use of the credit card for an approved purchase, Staff will complete the reporting form and attach the receipt, forwarding both to the Business Manager within a month of the transaction. The Board will authorize for payment all properly coded and submitted charges on a monthly basis by issuing payment vouchers to Stevens County Auditor's Office for production of a warrant payable to the vendor.

Section 6. Use of card for unauthorized charges. Any charges against the purchasing charge card not properly identified on the credit card report or not properly allowed following a post audit shall be paid by the Board member or employee by check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. The Board of Trustees and Director shall have unlimited authority to revoke use of any charge card issued, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.