



Policies and Procedures
Policy 0010

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A POLICY RELATING TO THE USE OF CREDIT CARDS BY THE STEVENS COUNTY RURAL LIBRARY DISTRICT FOR OFFICIAL DISTRICT PURCHASES AND ACQUISITIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Stevens County Rural Library District finds that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and

WHEREAS, the Stevens County Rural Library District strives to perform all functions in an efficient and cost effective manner; and

WHEREAS, the State Legislature has enacted RCW 43.09 which requires that any special purpose district which contracts for the issuance and use of credit cards must adopt a system for the distribution, authorization, credit limits, payment and control of such credit cards; NOW, THEREFORE,

THE Stevens County Rural District Library, of Stevens County, WASHINGTON, does hereby ordain as follows:

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 credit limit on each card will be set at \$3,000 with an aggregate of \$10,000.

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. 3.02. Registrations 3.03. Travel and/or training expenses 3.04. 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 4.02. Payment of invoices or statements

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 week of the transaction. The

Board will authorize for payment all properly coded and submitted charges on a monthly basis by issuing payment voucher 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.

Section 7. Effective Date. This policy shall be in full force and effect five days following passage and approval.