



9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## CREDIT CARD POLICY

Adopted: August 19th, 2024

### PURPOSE

The Bloomfield Public Library recognizes that credit cards are an essential requirement for certain transactions and provides an efficient and alternative means of payment for approved expenses. The Bloomfield Public Library also recognizes that credit cards must be carefully monitored to prevent the possibility of fraud and abuse. This policy facilitates Bloomfield Public Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

### CREDIT CARD ACCOUNT

Credit card accounts will be established in the name of the Bloomfield Public Library with a maximum credit limit as established by the issuing credit card company. Cards will be issued with names of the Library Director and Board Financial Officer. The credit card issued to the Library Director will be the umbrella account for all other accounts.

The Financial Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the library. Only credit cards with no monthly or annual fees will be used. The Financial Officer and Library Director are responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards. The Financial Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.

The Library will not obtain or maintain debit cards.

### PROCEDURES

The Director is responsible for the protection and use of the credit card. The credit card will be kept in the Library Director's Office and returned promptly after use. Purchase requests should be presented in writing to the Director with enough advance notice to make the purchase and receive delivery for its use. The Director will manage the purchases. In the absence of the Director, one of the following can be authorized to make a purchase using the credit card: Board Financial Officer, Board President, Programming Lead Clerk.

The Financial Officer and the Library Director are responsible for notifying the issuing financial institution and authorities, if applicable, in the case of a lost or stolen card.

The Bloomfield Public Library credit cards shall not be utilized for cash advances.

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any library staff engaging in misuse of a credit card will be responsible to reimburse the library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

The Bloomfield Public Library does not intend to acquire or earn cash back, miles or other rewards that may accrue as a result of use of a credit card. If any such rewards are accrued they are the sole property of the Bloomfield Public Library and shall be used for the Bloomfield Public Library. Rewards may not be used by individuals for personal purposes. On an annual basis, the Financial Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the library. All such rewards are under the ownership of the Bloomfield Public Library.

The Director must immediately surrender the credit card upon leaving the employ of the Library.

#### PURCHASES AND DOCUMENTATION

Only those types of expenses that are for the benefit of the library and that serve a valid and proper public purpose shall be paid for by credit card. Credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines and in accordance with the Library's Purchasing Policy.

Documentation detailing the goods and services purchased must be submitted before payment can be approved. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Library Director via the Library's accounting procedures promptly following the purchase.

The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card.

#### PAYMENT

The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. Payment of the monthly balance must be approved by the Board of Trustees, and made by the Library Treasurer in such a fashion that no finance charges are incurred. Because failure to pay a credit card invoice may directly affect the Library's credit ratings, the Library Treasurer is responsible for ensuring that adequate procedures are in place to guarantee prompt payment of all credit card invoices, including but not limited to regular checking of credit card accounts online. The Bloomfield Public Library accepts full responsibility for the debt incurred on the credit card.



## Credit Card Policy Employee and Trustee Acknowledgement

I understand that I am responsible for the safekeeping of the Bloomfield Public Library credit card. I will not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

**Unauthorized Use.** If I become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, I will immediately report this information to the Financial Officer and Library Director.

**No Right to Credit Card.** I understand that the credit card is issued to me on a temporary basis and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Financial Officer or Library Director. I understand I must immediately return the credit card to the Library upon termination of employment with the Library or in the event of a change in position/title.

***Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures made in violation of applicable Library policy.***

I hereby acknowledge that I have received a copy of the Bloomfield Public Library's Credit Card Policy and have read and fully accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. 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 Bloomfield Public Library will require restitution if the credit card is used improperly.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_