

## West Nyack Free Library Credit Card Policy

The Library Director is responsible for all cards and must authorize each use.

Any and all charges incurred and charged with the credit card must be business related and not personal in nature. A reasonable “tip” or gratuity is allowable where service has been provided. No personal charges are allowed.

All receipts for purchases made with the card(s) must be dated, itemized, signed, and turned in to the bookkeeper at the first available opportunity following the use of the card.

If an employee fails to submit documentation in a timely manner, the employee will be held responsible should interest or penalties be charged.

The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director or Library Board.

Any lost or stolen cards will be reported to the issuing company immediately.

Adopted by the West Nyack Free Library Board of Trustees 3/10/2014