

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 6/8/2020
Section: Financial- Credit Card Policy	Date Created/Revised: 10/20/2008; 6/8/2020

Financial Policy: Credit Card Policy

The Richmond Memorial Library will have one bank credit card for use by the Library Director or designee. The credit card will have a \$3,500 limit. The Library Director will be in charge of the maintenance of the library's credit card.

Credit card purchasing will be used for:

- Purchases that will not accept a purchase order as payment including online purchasing.
- Emergency purchases.
- Purchases from a local store.
- Travel and conference expenses including conference registration, hotel and food charges.

Store-issued cards will also be permitted and used by the Library Director and designated employees upon the approval of the Board of Trustees. The Library Director will be responsible for the maintenance of any store-issued cards.

Corresponding receipts must accompany all credit card purchases.

Total balance on statement (with the exception of disputed charges) will be paid monthly.

Approved by Board: 6/8/2020	
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