

WESTCHESTER PUBLIC LIBRARY
LIBRARY CREDIT CARD RESOLUTION

Revised - August 14, 2014

The Board of Trustees of the Westchester Public Library hereby authorizes the Library Director to apply for and receive credit cards from the library's designated depository for use by library employees in conducting business on behalf of the library.

Specifically, the Library Board authorizes credit cards for the following positions and functions:

Director – to be used primarily for travel, travel expenses, conference registration, reservations, equipment and material purchases – limit \$15,000

Acquisitions Manager – to be used primarily for the purchase of library materials – limit \$25,000

Administrative Assistant – to be used primarily for supplies, equipment, travel, travel expenses, conference registration, and reservations – limit \$25,000

Information Technician – to be used primarily for the purchase of computer hardware and software, and other electronic equipment – limit \$10,000

Branch Librarian – to be used primarily for the purchase of e-sources for loading on electronic devices – limit \$5,000

Custodian – to be used primarily for fuel and maintenance for the library vehicle and for the purchase of repair parts and supplies – limit \$5,000

All use of the credit cards must be library business related and not personal in nature. Charges such as cleaning, pressing, laundry, personal telephone calls, etc., are personal and should not be charged to the library. A reasonable gratuity may be allowed.

An annual fee or service charge may be allowed.

Credit card balances shall be fully paid monthly. Credit card payments may be made in full prior to a regular board meeting to avoid accumulating interest charges.

All claims filed in connection with the use of credit cards must be itemized before approval and payment. If claims are not itemized or properly documented, they shall be returned to the employee for correction.

If an interest or penalty is incurred due to the late filing of claims, the employee shall be held responsible for paying the interest or penalty.

Revised and adopted this 14th day of August, 2014.