

## **Credit Card Policy**

The Library utilizes credit cards for the following purposes:

- Online ordering.
- When vendors will not invoice the Library.
- To secure rooms and other conference-related expenses.
- Emergency purchases.

Purchase Orders (POs) will be obtained prior to using the credit card. It is the responsibility of the Assistant Director and the Payroll & Accounts Payable Specialist to ensure the PO process has been completed prior to issuing a credit card.

Credit cards will be kept in the Administration Office. The person ordering items using the credit card cannot be the person receiving the merchandise. All credit card bills must be checked for accuracy and items checked for delivery prior to approval.

An audit of items purchased using the credit card will be conducted on a regular basis by the Treasurer.