

Additional Policy

F - Library Credit Card Policy

Board Motion Number:	21.067
Date of Original Board Motion Number:	March 22, 2016
Date of Current Issue:	June 22, 2021
Date of Next Review:	2025
Attachments:	Schedule "A"

Signature of Board Chairperson (and Date):

Purpose:

The policy is to ensure effective controls, policies and procedures are in place with respect to the use of the North Kawartha Public Library (NKPL) Credit Card.

Principles:

- Ensure transparency in the Library's operations concerning the use of the NKPL Credit Cards.
- Ensure the NKPL resources are managed with integrity and diligence.

Objective:

- To adopt best practice in developing a clear and comprehensive policy on the use of Library Credit Cards.

Procedures:

1. Credit cards will be issued to the Treasurer and CEO/Librarian who will be responsible for the security of the card and will be responsible for all charges against the card.
2. The Treasurer and CEO/Librarian will be required to complete Schedule "A", attached hereto, and forming part of this policy.
3. The CEO/Librarian will: produce receipts for all purchases, code each receipt with the appropriate expense account to be charged, initial approval for payment and forward to the Treasurer.
4. Expenditures made using the credit card shall be reconciled monthly to the statements by the Treasurer prior to payment and will be subject to external audit in the same manner as all other expenses made by the Library.
5. Under no circumstances are cash advances, nor cash refunds permitted.
6. The NKPL recognizes that the CEO/Librarian may, from time to time, allow a staff member in their department to utilize the credit card. Eg. Course registration, conference expenses, routine purchases, however the CEO/Librarian is not relieved of their responsibility for these charges against the card.

Schedule “A”

Credit Card Agreement

The North Kawartha Public Library Credit Card represents the Library’s trust in you. You are empowered as a responsible representative to safeguard Library assets. Your signature below is verification that you have read this Credit Card Agreement and agree to comply with it. It also acknowledges that you have received a Library Credit Card and **have signed its reverse as authorized signature.**

1. I understand that the card is for Library approved purchases only and I agree not to charge personal purchases. Cash advances are never permitted.
2. Improper use of this card can be considered misappropriation of Library funds, that will result in disciplinary action, up to and including termination of employment and/or criminal charges.
3. I am responsible for the security of the card and ensuring that only appropriate purchases are placed on the card.
4. If the card is lost or stolen, I will immediately notify the Credit Card Financial Institution and inform the Treasurer as soon as possible.
5. I agree to return the card to the Treasurer immediately upon extended absences, termination of employment, whether for retirement, voluntary or involuntary reasons.
6. The card is issued in my name and I am responsible for any and all charges against the card.
7. All charges will be billed by Visa directly to and paid by the North Kawartha Public Library. Visa cannot accept any monies from me directly; therefore any personal charges billed to the Library would be considered misappropriation of Library funds.
8. As the card is Library property, I understand that I am required to comply with internal control procedures designed to protect Library assets. I will be required to produce receipts for all purchases, code each receipt with the appropriate expense account, and initial to indicate approval for payment and forward to the Treasurer. All receipts must clearly indicate that the amount has been charged to the Visa card and is not a regular invoice for payment; this will avoid duplicate payments. I will comply with the Library Procurement Policy and approval limits for all purchases.
9. I acknowledge that I am financially responsible for any charges unaccompanied by a receipt, with the exception of routine credit card fees and interest. I understand that the Library recognizes that I may, from time to time, allow staff to utilize the credit card for conference expenses, course registrations, etc., however I acknowledge that this does not relieve my responsibility for these charges against the card.

10. I agree that all credits must be processed against the card and under no circumstances are cash refunds permitted.
11. I understand that all charges to the card will be subject to review by internal staff, as well as scrutiny by the external auditors.
12. I realize that this credit card has a total credit limit of \$..... and also understand that this purchasing card program does not impact my personal credit rating in any way.
13. I understand that the credit card program is not intended to avoid or bypass appropriate purchasing or payment procedures but is intended to complement the Library Procurement Policy.

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CEO/Librarian Signature

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CEO/Librarian Printed Name

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Date