

# Geauga County Public Library Credit Card Policy

**SECTION:**

**Credit Card Use**

**NUMBER:**

**380**

**Effective Date:**

**Page:**

**1 of 2**

This policy facilitates library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library. The authorization, handling, and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and board policy. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

The Geauga County Public Library maintains two (2) major credit cards for library use. One card is primarily used for expenses involving conferences, travel, and workshops. The second card is primarily used by the Technical Services Department for on-line ordering. This card is also used as needed to purchase materials, library supplies, equipment and/or any other services that cannot be obtained through the routine purchase order process.

The Geauga County Public Library maintains individual store credit cards mainly for the purchasing of supplies when a purchase order will not be accepted.

1. The Library Director, Assistant Director, Fiscal Officer, and Facilities Manager are authorized to permit other library employees to use the credit cards when necessary. The cards must be returned to the Fiscal Officer/Director/Assistant Director/Facilities Manager.
2. The credit cards are to be kept at the library at all times unless a staff member is authorized to have the card for a specified period of time.
3. Employee must have a requisition for purchase approved by the Director and a purchase order must be processed before the purchase is made.
4. Employees must bring back receipts and credit card slips for any charge put on the Library's card.
5. Credit Cards shall be carried only by the Director, Assistant Director, Fiscal Officer and the Facilities Manager. **Also any staff member that has been authorized to carry the card for a specific purpose and period of time.**

Before being issued a library credit card, employees must complete and sign the Credit Card Policy and Procedure Employee Acknowledgement Form. Credit cards are the property of the

# Geauga County Public Library Credit Card Policy

## Page 2 of 2

Library and must be returned to the Fiscal Officer upon termination of employment with the Library.

Any misuse of the credit card may be subject to discipline, including revocation of credit card or other disciplinary action, termination of employment, and referral for criminal prosecution. No employee of the library may personally benefit from any kind of rewards program offered through use of the library credit card for example: frequent flyer miles. Any rewards for use of the card belong to the Geauga County Public Library.

The debt incurred as a result of the use of the credit card(s) shall be paid from library funds in a timely manner.

In case of a lost or stolen card, the issuing credit card company must be notified immediately along with the Library Director and Fiscal Officer. Notification must be given to the Library Board at its next meeting.

### Legal Notes:

### Reward Points/Rebates:

Ohio Ethics commission Advisory Opinion No. 91-010 and the Ohio Revised Code Sections 102.03 (D) and (E), 2921.42(A) and 2921.43(A) prohibits a state official or employee from accepting, soliciting, or using the authority or influence of her position to secure, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which she serves, or by which she is employed or connected. This opinion, by extension, includes an employee accepting any other benefit derived by the employee making purchases that are paid for or reimbursed by the Library. This may include "reward points" or "rebate money" from other institutions (example Giant Eagle rewards, Costco rebates, Discover or other credit card points / rebates, etc.) Any reward points must be accumulated by the Library and thus used by the Library for benefit of the Library.

# Geauga County Public Library Credit Card Procedures

A credit card has been established to meet the needs of your department for incidental purchases. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and board policy.

## Summary of Cardholder Duties:

- Before being issued a library credit card, eligible employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy and procedure.
- Maintain card security to prevent unauthorized charges against account. A lost card, theft of card, and unauthorized use of credit card must be immediately reported to the credit card company and the Director/Fiscal Officer.
- Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.
- A requisition must be approved by the Director/Assistant Director and a purchase order will be produced and approved before purchase is made on the credit card.
- The Library Director and/or the Fiscal Officer are authorized to permit other library employees to use the credit cards when necessary.
- The library is exempt from state sales tax. The Cardholder is responsible for requesting a Sales Tax Exemption Form from the Business Office. The Cardholder is liable and will reimburse the library for sales tax applied. Any exceptions for special circumstances will be approved by the Fiscal Officer.
- Receipts are to be signed and attached to the yellow copy of the Purchase Order and submitted to the Business Office within 5 workdays of purchase. The cardholder is responsible for obtaining a duplicate receipt in the event of a lost receipt or reimbursing the library for the expense.
- In using the card for travel purposes a "tip" or gratuity is allowable and will not exceed 20% of the cost. When paying meal expenses for a group, the gratuity is often added to the bill by the restaurant and will be reimbursed as noted on the receipt. Meal expenses are only to be placed on the credit card for an event that requires an overnight stay.
- No employee of the library may personally benefit from any kind of rewards program offered through use of the library credit card, for example, frequent flyer miles. Any rewards for usage of the card belong to the Geauga County Public Library.
- Cards may be held in the employee's possession or retained by the Business Office until needed.
- This procedure is not intended to cover every situation, exception, or contingency that may arise, therefore, the cardholder should use common sense and good judgment in the use of government resources.

# Credit Card Policy and Procedure Employee Acknowledgement

- I hereby acknowledge that I have received a copy of the Geauga County Public Library's Credit Card Policy and Procedure and will follow the established procedures.
- I have read and clarified with the Director/Fiscal Officer any questions regarding the Library's provisions.
- I understand that as the cardholder I am responsible for all charges incurred on the credit card.
- I agree that should I violate the terms of Geauga County Public Library Policy or Procedures, I will reimburse the Library for all incurred charges and any fees related to the collection of those charges.
- I agree to comply with all the requirements therein and understand that appropriate disciplinary action will be taken if I am found in violation of the Policy or Procedures.

\_\_\_\_\_

Name of Credit Card

\_\_\_\_\_

Account Number

Employee:

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Director or Fiscal Officer:

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy of Acknowledgement held by F.O.  
Gauga County Public Library  
Board of Trustees

Original Adoption: May 26, 2009  
Revised 2/17/2014  
Procedure Revised 5/15/2017