

Geauga County Public Library  
Operating Policy Manual

SECTION: Credit Card Use  
NUMBER: 380  
Effective Date: October 17, 2017  
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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 have 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.

Use of a library credit card may be authorized for the following types of expenditures:

- Expenses associated with travel by library staff to attend meetings, conferences, or workshops on behalf of the library or for staff development.
- Placing reservations for facilities, materials, or equipment for library programs or events.
- Orders for materials, equipment, or supplies.
- Other purposes as determined by the director or the board.

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.

The following staff members are authorized to use a library credit card with the listed limits:

- Director \$18,500
- Fiscal Officer \$23,500
- Facilities Manager \$ 3,000
- Acquisition (adult) \$ 3,000
- Acquisitions (youth) \$ 2,000
- Administrative Secretary \$ 1,500
- Library Branch managers \$ 500 (increased as needed for travel)

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 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.

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