

Geauga County Public Library
Operating Policy Manual

SECTION: Credit Card Use
NUMBER: 380
EFFECTIVE DATE: February 26, 2019
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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.

This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.

This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.

The Library will not obtain or maintain any debit cards.

The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.

- The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
- The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
- The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.

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.

Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

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.

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A credit card may not be used by anyone other than the individual to whom it is issued. Credit cards will be established in the name of the Geauga County Public Library. Credit cards will be established for designated jobs with a maximum credit limit to be used by the individual employed in that position.

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

Director	10,000.00	
Assistant Director	500.00	Increased as needed for travel
Fiscal Officer	27,000.00	
IT Manager	500.00	
Facilities Manager	3,000.00	
Facilities Manager	5,000.00	Home Depot
Maintenance Worker	5,000.00	Home Depot
Maintenance Worker	5,000.00	Home Depot
Maintenance Worker	5,000.00	Home Depot
Acquisitions	10,000.00	Amazon Business (shared line of credit)
Acquisition (adult)	3,000.00	
Acquisitions (youth)	2,000.00	
Administrative Secretary	5,000.00	
Administrative Secretary	10,000.00	Amazon Business (shared line of credit)
Library Branch and Mobile Services managers	100.00	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.

For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse 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.

The debt incurred as a result of the use of the credit card(s) shall be paid from library funds in a timely manner. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Geauga County Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

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

The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.

If the Compliance Officer is authorized to use a credit card, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the monthly credit card statements and will sign an attestation to such review.

On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

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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