



## **Credit Card Policy Naples Library**

The Naples Library shall maintain a credit card account with a card issued to the Library Director/Manager for approved, budgeted and emergency expenditures of up to \$3,000. The Library/Director must obtain approval from the Treasurer for \$1,000 or more. The Director/Manager will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card.

All purchases made with the Library corporate credit card must have the Director's/Manager's prior written approval, and be fully documented. Execution of purchases will be the responsibility of the Library Director/Manager. All credit card receipts and invoices must be submitted to and reconciled by the Director/Manager monthly. Proper documentation is to include:

- Original paid receipt indicating the amount paid, the vendor, and the itemized description of the purchases;
- In the case of books, subscriptions or similar orders, a copy of the order form or document and packing slip or other receiving document;
- A print-out of the items ordered online.
- Examples of documentation NOT allowed:
- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

The credit card is not to be used for personal expenses by staff under any circumstances.

A lost or stolen credit card must be reported to the Treasurer immediately.

The Library's corporate credit card is a Mastercard/Visa credit card through Five Star Bank.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on November 22, 2016. Reviewed September 22, 2021.