



Credit Card Policy

This policy establishes guidelines for the distribution and use of credit cards by staff of the Morton Grove Public Library.

Credit card accounts will be established in the name of the Morton Grove Public Library; cards will be issued in the name of a specific employee.

A credit card will be issued to the Executive Director, whose account will be the umbrella account for all other accounts. The Executive Director will authorize the issue of credit cards for each department in the Department Manager's name, and to other staff as appropriate.

Retail store-issued cards that are required to be used at the issuer's store in order to ensure tax-exempt purchases will be kept in the Administration office and given to staff only when needed for specific purchases. Use of store-issued cards must be pre-approved by a Department Manager or the Executive Director.

Morton Grove Public Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to and including termination.

Attaching personal credit cards to corporate, tax-exempt Library accounts is strictly prohibited and will result in disciplinary action up to and including termination.

Credit Card Oversight and Audit

Prior to initial receipt of a credit card, each individual must agree to and sign the "Credit Card Policy Employee Acknowledgement" document (see below).

Each Department Manager is responsible for all use of the credit card issued in their name.

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use. Monthly statements shall be reviewed and approved by the Department Manager, the Business Manager, and the Executive Director.

In the event of credit card activity which does not comply with this policy, appropriate disciplinary action, up to and including termination, will be taken. In addition, the employee will be required to reimburse the Library for any improper credit card purchases.

Credit cards are the property of the Morton Grove Public Library and must be returned to the Business Manager or Executive Director upon termination of employment with the Library. The Executive Director, or their designee, is required to immediately close such credit card accounts.

Payment of the monthly balance will be made by the Business Manager or their designee(s) in such a fashion that no finance charges are incurred. The Executive Director and Business Manager are responsible for ensuring that adequate procedures are in place to guarantee prompt payment of all credit card invoices.

Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of Morton Grove Public Library's Credit Card Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. **I understand that as the cardholder I am personally responsible for all charges incurred on the credit card in the event that, through error or otherwise, such charges are not paid by the Library.** I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the Library will require restitution if the credit card is used improperly.

Employee Signature

Employee Name (print)

Date