Debit Card Use Policy

Approved by the Hinckley Public Library District Board of Trustees

December 10, 2012

Revised 5/11/15, 3/11/19

The purpose of this policy is to facilitate purchases for the library. Although the preferred method of payment to vendors is through invoice billing, there are times when debit card charges are the only available or practical method of payment.

1. The Director is responsible for the issuance of debit cards, account monitoring, and generally for overseeing compliance with the debit card policy.
2. Only the Library Director and authorized users as appointed by the Hinckley Public Library District Board of Trustees are authorized to use the debit cards. The card issued to the Director has a maximum spending limit of $1,000 and a cash withdrawal limit of $300. All other cards have maximum spending limit of $1,000 with no cash withdrawal.
3. Purchases made via the cards must be only for the official business of the library, within the Board-approved budget, and in compliance with the library’s Spending Policy. Violations of the Spending Policy or Debit Card Policy may result in revocation of use privileges and termination of employment. Anyone who has inappropriately used the debit cards will be required to reimburse the library for all costs associated with such improper use.
4. Library purchases are exempt from sales tax. Debit card users must notify the merchant that the transaction should be tax exempt and present the library’s tax exemption letter if requested.
5. Users must retain receipts for all purchases, whether in person or online. All receipts must be turned in to the Director within a week of the purchase. The Director is responsible for ensuring that all activity and account information is noted on the receipts for accuracy in budget entry and for submitting these receipts to the bookkeeper.
6. The bookkeeper is responsible for reconciling all original receipts with the debit card bank statement. All debit card transactions will be included in financial reports presented at monthly board meetings.
7. Any lost or stolen cards must be reported to the Director immediately, who is then responsible for reporting the missing cards to the bookkeeper and card issuing agency.
8. Any benefits derived from the use of the debit cards will be the property of the library.
9. All debit card users must immediately surrender the card upon leaving the employ of the library.