# Library-Issued Credit Card Guidelines and Agreement

As per the library's Fiscal Accountability Policy, the library may maintain a credit card account for use by the Library Director, Head of Community Engagement, Office Manager, and Head of Technical Services in conducting LPLD business.

## Guidelines

* Credit cards will only be used for business purposes as provided for in the current budget.
* Personal purchases of any type are not allowed.
* Credit card use is limited to purchases where a credit account is not available or the vendor is unable to invoice the library.
* All credit card purchases must be documented with receipts.
* Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these guidelines risk revocation of their credit card privileges and/or disciplinary action.

## Agreement

I, employee name, hereby acknowledge receipt of the following credit card: credit card name /number.

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases.

I acknowledge receipt of said Agreement and Guidelines and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the library and that the library will be liable to bank for all charges made on this card.

I will strive to obtain the best value for the library when purchasing merchandise and/or services with this card.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Library Director upon demand during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the library will be entitled to reimbursement from me of such purchases.

Employee Date

Susan Bochenski, Library Director Date