

## Corporate Credit Card

Credit cards issued to staff by Indian Trails Public Library District are to be used by the staff member to whom the card was originally issued for the purchase of goods or services for the official business of the library.

For all credit card purchases made, the staff member should submit documentation in the form of receipts detailing the vendor utilized, the goods or services purchased, the cost of the goods or services, the date of purchase and the budget account code from which the bill should be paid as well as the manager's signature. This documentation should be submitted promptly after the credit card's use. Each staff member issued an Indian Trails Public Library District credit card will be held individually responsible for the correct use and prompt documentation of their credit card transactions.

Any changes to the staff member's credit card number, expiration date, or 3 digit code shall be reported to the Administrative Services office upon receipt of new card, and will be updated on the library's listing of cards.

The staff member issued a credit card is responsible for its protection and custody, and shall immediately notify the issuing bank and Library Administration if the credit card is lost, stolen, or used by unauthorized person.

The Library's credit cards are not debit cards, and are not to be used for the withdrawal of cash.

All credit cards issued to staff shall be returned immediately upon request or termination of employment to the Library. Any misuse of a company issued credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures, up to and including termination of employment, for misuse of Library credit will be at the discretion of the Library Director.