



## **Livonia Public Library Credit Card Policy**

The Livonia Public Library (“the Library”) maintains a single corporate credit card account as an option for employees to use for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt. With prior approval from the Board of Trustees (“the Board”), bank credit cards will be established in the name of the library with a maximum credit limit for each card set by the library.

Store cards and credit accounts will be available for purchases at specific stores. All credit cards will be held by the Library Director until the approved employees need them and then returned to the Library Director for safekeeping.

The use of cards does not replace requisitions and purchase orders or other purchasing procedures. Employees will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card.

The corporate credit card will be used primarily for travel expenses to conferences and prepayment of materials when required by a vendor.

Credit and store cards are not to be used for personal expenses by employees under any circumstance.

All purchases made with the library corporate credit card must have the Library Director or supervisor’s prior approval. All credit card receipts and invoices must be submitted and reconciled to the Library Director on a monthly basis.

Proper documentation is to include:

- A completed Payment Request Form including the name of the requesting employee and signed by the Library Director.
- 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.

Examples of documentation NOT allowed:

- Non-itemized cash register receipts.
- Handwritten requests for reimbursement without receipts or other verification.

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



The library maintains online access to the credit card account for purposes including, but not limited to, viewing statements, making payments, and updating contact information.

Adopted by the Board of Trustees: February 11, 2025