

Administrative Policy 105

Credit Policy

Approved: May 18, 2004

Revised: December 14, 2005

Reviewed: February 16, 2018

Spring Lake District Library will maintain corporate credit cards with reasonable limits for the purchase of goods and/or services for the official business of the Spring Lake District Library. The Spring Lake District Library Board shall approve all credit contracts. The cards and credit accounts shall be for use by the Director and such other staff as the Director shall designate.

Credit card users shall be responsible for the protection and custody of their respective cards and shall immediately notify the credit card company and the Spring Lake District Library's Director and Bookkeeper if a credit card is lost or stolen. If unauthorized purchases for library use are made, the person making the charge will be required to return the item(s) for credit immediately. No personal charges may be made on library credit card or credit accounts. Misuse of library credit cards or credit accounts will be subject to disciplinary action.

The Spring Lake District Library Director shall be responsible for overseeing and monitoring compliance with this policy. The Library Bookkeeper shall be responsible for accounting and for immediately reporting anything out of the ordinary regarding credit accounts to the Library Director.