

Administrative Policy 105

Credit Policy

Approved: May 18, 2004

Last Revised: May 20, 2022

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 and approve credit card invoices before payment. The balance including interest due shall be paid for within not more than 60 days of the initial statement date. The cards and credit accounts shall be for use by the Director and other staff as the Director shall designate, which can include the Business Manager, Library Services Manager, Youth Services Librarian, Marketing and Events Coordinator, and Facility Manager.

Receipts are required for all credit card transactions. 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 Business Manager 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. Any employee issued a credit card shall return the credit card upon termination of employment.

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