

Barrington Public Library Credit Card Use Policy

The Board of Trustees and the Library Director shall abide by the following policy concerning the use of a limited credit card.

- The credit card shall have a \$1,500.00 maximum spending limit with no cash advance feature. The card is held at TD Bank and payment is administered through the Town Accounts payable clerk.
- Payment of some of these expenses shall be from the Library Misc. checking account which is funded by the intake of fees and book sale income, or, through town funded budget lines, where appropriate.
- The statement from the credit card, along with all attached receipts, will be checked for any discrepancies by the Library Trustee Treasurer monthly.
- The Director will submit the bill with receipts to the Town accounts payable clerk monthly with a check to TD Bank from the library misc. funds account for any items the library is going to cover.
- If an expense is covered by one of the library's Town budgeted line items, a notation will be made on the bill and those items will be paid by check to TD Bank by the Town accounts payable clerk. A copy of the receipt for the expense will be attached to the bill.
- A copy of each statement and cancelled checks shall be kept on file and presented to the auditor during the annual Town audit.
- Only the Library Director shall use the credit card; no other employees shall have access to, or use of the credit card.
- Expenses that may be put on the credit card are as follows:
 1. Online purchases of supplies, books, A/V materials, and other items needed for library use that cannot be ordered in another manner, and, items that can be purchased for a substantial discount if purchased online.
 2. Online items, such as virus software updates, which require a delay for check processing. These items should be purchased via credit card to get immediate access to the product thus avoiding risk to the library systems.
- Expenses that may not be put on the credit card include the following:
 1. In-store purchases at local stores where a check can be used as payment. The card may be used for local postage fees associated with inter-library loan packages so as not to waste checks on purchases under \$10.00.
 2. Online purchases from vendors who offer billing on a 30-day net program.

The Treasurer of the Library Board of Trustees shall monitor all purchases, and any discrepancies shall be reported to the Library Board of Trustees immediately for inspection.