

## **CORPORATE CREDIT CARD POLICY**

The issuance of credit cards to authorized Library employees is recognized as a means to efficiently assist such employees with their job responsibilities. Jericho Public Library credit cards may only be used for business expenses and may not be used for expenses of a personal nature. Jericho Public Library is authorized to have a Chase Visa Cash Back Corporate Credit Card, a Home Depot Commercial Revolving credit card and a Staples Open Credit Account. The Administration Office will hold all credit cards in a locked secure cabinet accessible only by the Director or Administration staff. The aforementioned cards are listed as a Jericho Public Library liability and as such the Library is liable for the repayment of these account balances. The Library Director, Administration staff, Head of Technology and Head of T.S. Processing have access to the cards so that orders are placed accurately, securely and efficiently. All staff computers are password protected as an added layer of protection.

The Administration Office will contact Chase Visa credit card services annually to apply our “cash back” rewards directly into our Money Market bank account and record the deposit as cash back income.

Librarians send written purchase requests to T.S. Processing who will then start the procedure of investigating if the item is out of print, on back order, verify which vendors have the item available, create a bib record in Sierra, etc. The Head of T.S. Processing Services when placing orders by credit card will submit to Administration a Payment Request form. Department Heads other than T.S. Processing, must obtain authorization by filling out a Library Supply Order Form with the items to be ordered, vendor and price. The Library Supply Order Form must be signed by either the Library Director or a Department Head and an Administration Clerk. The Library Supply Order Form is then given to an Administration staff person. The Administration staff person then fills out a pre-numbered Purchase Order Form and has it signed by the Department Head requesting the order and an Administration Clerk. Once the Library Supply Order Form and Purchase Order Form is completed, the Administration staff person places the order. If the item is requested by the Head of Technology, the Technology Department Head will place the order.

Adopted by the Board of Trustees of the  
Jericho Public Library    December 8, 2014  
Revised                            June 19, 2017  
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