

Credit Card/Business Charge Account Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect taxpayers by assuring that credit card and business charge account use facilitates cost-effective purchases for the Rochester Public Library District. Use of a credit card or business charge account is a form of payment; all use must be in compliance with policies.

II. POLICY

The Rochester Public Library District is authorized to maintain the following credit accounts:

1. Credit card account – Library Director: Limit not to exceed \$5,000
2. Credit card account – Youth Services Director: Limit not to exceed \$2,000
3. Amazon Business Charge Account: Limit not to exceed \$5,000

Credit cards will be assigned to the Rochester Public Library Director and the Youth Services Director (both herein designated “cardholders”). There will be no physical credit card for the Amazon.com. Additions or deletions to the number of credit cards or business charge accounts shall require approval by resolution of the Rochester Public Library District Board of Trustees.

The cardholders or their designees may use the credit card only for goods or services for the official business of the Rochester Public Library District and consistent with other policies.

Documentation detailing the goods and services purchased and the business purpose for said purchase must be submitted for payment.

The cardholders are responsible for the protection of the respective credit cards and are responsible to immediately notify the financial institution issuing the card and the Board President if the card is lost or stolen.

The balance due on the credit card and business charge accounts will be paid within the balance period indicated on the monthly statement.

Cardholders must immediately surrender the credit card upon leaving the employ of the Rochester Public Library District.

The Rochester Public Library Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

Approved: May 2023