

Town of Gainesville Public Library, Silver Springs, New York

CREDIT CARD POLICY

A bank business credit card can be established in the name of the Town of Gainesville Public Library and the specific name of the Library Director, and be issued to the Library Director.

Expenditures must be within the guidelines of the particular activity of the approved budget and not be used for personal expenses.

Hardcopy receipts and documentation for each purchase will be attached with account assignment and explanation if necessary to the credit card statement and forwarded to the Treasurer and/or bookkeeper for online payment.

Card usage should be reconciled with the monthly statement and any discrepancies investigated.

Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred.

Failure to adhere to this policy constitutes misuse and will result in review, and may result in disciplinary action including termination, civil liability, and/or criminal prosecution.

Adopted by Board of Trustees: October 10, 2022