



# MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • [www.mgpl.org](http://www.mgpl.org)

## **Credit Card Policy**

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

Credit card accounts will be established in the name of the Morton Grove Public Library; cards will be issued in the name of a specific employee.

A credit card will be issued to the Director, whose account will be the umbrella account for all other accounts. The Director will authorize the issue of credit cards for each department in the department head's name, and to other staff as appropriate based on their need.

Retail store-issued cards are required to be used at the issuer's store in order to ensure tax-exempt purchases. These cards will be kept in the Administrative office and given to staff only when needed for specific purchases. All staff must clear their purchases with their department head.

Credit cards will be used for registration and travel expenses related to conferences and/or workshops, prepayment for materials when required by a vendor, online purchases of Library materials and equipment, as well as for all other purchases where practical.

Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to or including termination.

Attaching personal credit cards to corporate, tax-exempt Library accounts is strictly prohibited and will result in disciplinary action up to or including termination.

### **Credit Card Oversight and Audit**

Prior to initial receipt of a credit card, each individual must agree to and sign the "Credit Card Policy Employee Acknowledgement" document.

Each department head is responsible for all use of the credit card issued in his/her name.

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use, with monthly statements reviewed and approved by the Department Head, Administration staff, and the Director.

In the event of activity which does not comply with this policy, or in case of unauthorized use of the credit card, appropriate disciplinary action, up to or including termination, will be taken. In

addition, the employee will be required to reimburse the Library for any improper credit card purchases.

Credit cards are the property of the Library and must be returned to Administrative staff upon termination of employment with the Library. The Director, or his/her designee, is required to immediately close such credit card accounts.

Payment of the monthly balance will be made by the Administrative staff or designees in such a fashion that no finance charges are incurred. Administrative staff are responsible for ensuring that adequate procedures are in place to guarantee prompt payment of all credit card invoices, including, but not limited to, the regular checking of credit card accounts online.

### **Credit Card Policy Employee Acknowledgement**

I hereby acknowledge that I have received a copy of Morton Grove Public Library's Credit Card Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. **I understand that as the cardholder I am personally responsible for all charges incurred on the credit card in the event that, through error or otherwise, such charges are not paid by the Library.** I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the Library will require restitution if the credit card is used improperly.

Approved by the Morton Grove Public Library Board of Trustees, June 11, 2015  
Reviewed and approved April 13, 2017; April 11, 2019