

Purpose: The City of Brooks Library Board recognizes the benefits of a credit card to facilitate efficient handling of cash receipts.

1. The credit card is the property of Brooks Public Library and will be issued under the name of the Library Manager.
2. Only signing officers of the Board and the Library Manager may use the credit card as required for purchases. Signatories will not share card access information (e.g. PIN) with other library staff.
3. The primary purpose of the credit card is to secure accommodation, travel and registration for conference and workshop attendance of Brooks Public Library staff and Board. The credit card may be used for budgeted expenses only. Under no circumstances are personal purchases permitted on the credit card.
4. Itemized receipts for total card debit must be presented to the signing authorities prior to the card payment date.
5. The credit card shall be stored securely when not in use. The card must be surrendered to a member of the Board executive immediately upon resignation or termination.

Approved by: _____

Board Chair

Date Approved: May 30th, 2016

Reviewed: January 28, 2019