



LIBRARY CREDIT CARD

The Board of Trustees of Lee-Whedon Memorial Library authorizes the issuance of a credit card to the Director and the Assistant Director. They are to be used at the discretion of the Library Director and/or Assistant Director only for authorized library business expenses and conference travel. Purchases made with the library credit card are subject to policies and procedures regarding expenditures. Full time staff are allowed to make authorized purchases by approved vendors with the library credit card.

All transactions are to be accounted for in accordance with library purchasing policies and procedures for authorized library purchases. Original receipts are required.

Some subscriptions are automatically paid for with the library credit card. These include The Union Sun & Journal, The Daily News, QuickBooks, Calendly, Zoom, Go-Daddy, Bitdefender, Amazon Prime, Open Time Clock, Later.com, Picmonkey.com, Omeka.net, and several magazines. Receipts are still required.

Monthly credit card statements shall be reviewed and signed by the Board President or Treasurer. Monthly credit card statements shall be paid in a timely fashion and in full.

When not in use the credit card shall be kept at the Library in a secure location known to the Director and the Assistant Director.