

North Babylon Public Library
Credit Card Policy

The North Babylon Public Library maintains a credit card for library related purposes only. It has been put in place in order to facilitate purchases for the business office and for vendors that do not invoice or accept purchase orders as well as to provide the convenience of the card to authorized users, while maintaining strict accountability.

The Library Director will be responsible for the issuance, account monitoring, retrieval and compliance with the credit card policy. Authorized users of the credit card are the Library Director, Assistant Director and the Secretary. Other users may be added at the Library Director's recommendation to the Board of Trustees. Authorized users shall be responsible for the credit card's use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Authorized users will surrender the credit card upon leaving the employ of the North Babylon Public Library or as requested to do so by the North Babylon Public Library Board of Trustees or Library Director.

The credit card may only be used to purchase goods or services for the official business of the North Babylon Public Library. Purchases must adhere to established purchasing policies. Documentation and original receipts detailing the goods and services purchased must be submitted in a timely manner (3 business days) to the business office by the authorized user.

It is expected that the Library Director will carry the card on his person. It is expected that other authorized users will store their cards securely until use.

Each authorized user is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation to the business office should follow the report as soon as possible detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The North Babylon Public Library retains the right to take any and all measures consistent with current law for unauthorized use of the credit card.

Any benefits derived from the use of the credit card shall be the property of the North Babylon Public Library.

The credit card bill will be included in the monthly warrant for approval by the Board of Trustees.

Approved by the Board of Trustees
March 21, 2006