

# **Wolcott Public Library**

## **Credit Card Policy and Procedures**

The Wolcott Public Library provides for restricted use a VISA credit card to facilitate the daily operations of the library. All purchases must be for Wolcott Public Library use and benefit only. Any unauthorized use should be reported to the Director who will inform the Board and the issuing company as soon as possible. There will be a limit of \$500 for charges for an individual purchase without prior approval of the Board of Trustees.

All purchases must have the Library Director's approval. Original paid receipt indicating the amount paid, the vendor, and description of the purchases required. A print-out of items ordered online must be given to the Director.

The Library Director will be responsible for the credit card at all times. The Library Director has authority to designate one-time purchases by a staff member as needed. The credit card will be stored in the safe when not in use.

Credit card purchases will be limited to library expenses

- Material purchases (books and videos)
- Library supplies for programs and building maintenance
- Postage and shipping related expenses
- Other spending authorized by director

The library does not currently utilize or require a petty cash fund or policy for its use.

Approved December 20, 2023