

BOARD OF TRUSTEES POLICY

Credit Card Use Policy #13
Original: September 1, 2006
Revised: September 23, 2016

Tipp City Public Library
11 E. Main Street
Tipp City, Ohio 45371

As a public institution, the Tipp City Public Library is held to a high level of accountability for its business practices. Every reasonable effort must be made by all employees to ensure that funds are used in a manner that is consistent with the Library's mission, applicable law, and ethical practices.

1. Credit cards are used for staff travel, Internet purchases, and other retail expenses.
2. Purchases must be pre-approved by the Director or his/her designee.
3. Original itemized receipts, a signed copy of the credit card slip, and when applicable, other supporting documents must be filed with statements. In the case of Internet purchases, a screen print of the transaction can provide documentation of the purchase.
4. The cardholder must return the card to the Director or his/her designee within one business day of purchase or two business days after return from travel.