

## CREDIT CARD POLICY

The purpose of the credit card policy of the Central Skagit Partial Rural Library District is to facilitate the Director's purchases for the library while maintaining accountability. The policy provides a system of internal controls to ensure that the library complies with all applicable laws. The card may be used to purchase goods and/or services, including but not limited to meals and food, lodging, gasoline, transportation charges, seminar or conference fees, supplies, and books and/or materials. The credit card limit will be \$5,000. The credit card will be issued to the Director. The following criteria apply:

1. Need for the card has been determined by the Director.
2. Funding is available to support reimbursement of purchased items.
3. Policies and procedures governing use of the card are followed.
4. All credit card expenditure requests by the staff require verbal or written preauthorization from the Director.
5. Cash advances are prohibited.
6. Credit card may not be used to purchase alcoholic beverages.
7. Credit card is to be used solely for business related expenditures.
8. Credit card receipts must be kept by the Director and attached to voucher with Board receiving a monthly report of credit card purchases.
9. Credit cards may not be used for personal expenditures.

Misuse of any credit card will be subject to discipline up to and including termination of employment.

Adopted:

# Credit Cards

## Resolution No. 6-2014

A RESOLUTION authorizing for the issuance, uses, and control of credit cards for library purchases and acquisitions.

WHEREAS, the Central Skagit Rural Partial County Library District needs to use credit cards for travel and purchases; and

WHEREAS, the Washington State Legislature has found the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and that local government should consider and use credit cards when appropriate; and

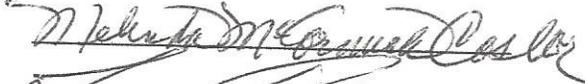
WHEREAS, RCW 42.09.2855 requires governments which contract for the issuance and use of credit cards adopt a system for the distribution, authorization, credit limits, payment, and control of such credit cards.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of the Central Skagit Rural Partial County Library District that:

The Library Director shall implement the following system for the distribution, authorization and control, credit limits, and payment of bills related to the use of credit cards by employees:

1. Distribution. Credit cards may be distributed to those employees who, in the opinion of the Library Director, have job responsibilities which would benefit from or otherwise be facilitated by the use of a credit card.
2. Authorization and Control. The Library Director shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards.
3. Credit Limits. The limit on the credit card issued will not exceed \$5,000 without the written approval of the Board of Trustees.
4. Payment of Bills. The Library Director shall submit all bills to the auditor for payment.
5. Unauthorized Charges. Any employee using a library issued credit card for non-library business shall be billed for all charges on the credit card. Charges which are not properly identified and documented shall be considered unauthorized charges.
6. Prohibited Uses. Cash advances or withdrawals on credit cards and use of a library credit card for non-library business purposes are prohibited.

This resolution passed by the Central Skagit Rural Partial County Library District Board of Trustees on July 17, 2014.

  
  
Kristine Silver

  
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