

# **SF 200 Purchasing**

## **SF 200.1 Procedures for Credit Card Purchases**

*Adopted: 5/01*

1. The Accounting Manager shall be responsible for the accounting, monitoring, and overseeing compliance with this credit card procedure and the rules set by the credit card Company. The Accounting Manager shall not be an authorized user of the Library credit card.
2. Library employees holding the following job titles are designated credit card holders. The Executive Director can approve additional credit card holders if circumstance requires.

Executive Director  
Director of Materials Services  
Director of Finance  
Purchasing Officer

3. The credit limit for each cardholder shall not exceed \$5,000. The total combined credit limit shall not exceed \$20,000. Cardholder shall use the card solely for library business.
4. The regular purchasing procedures shall be used for all purchases whenever possible. Credit card purchases shall be kept to the minimum and only be used when the regular procedures are not feasible, such as online purchases.
5. The request for use of a credit card purchase by an employee other than credit card holders shall be made to the Purchasing Officer or the Director of Finance and must be attached by an authorized Request for Purchase (RFP) with necessary order information. The goods ordered shall be delivered and received by a Business Office staff.
6. The credit cards shall be kept in a locked safe in the Business Office and shall be returned to that office immediately after each use. The Executive Director may retain his card at all times and will follow the same reporting procedures.
7. All credit card purchases except materials purchased by the Director of Materials Services must have a valid RFP along with itemized invoice or statement filed in the Business Office as soon as the purchase is completed.
8. Unauthorized use of a library credit card by any employee may be cause for dismissal and held responsible for the payment of unauthorized purchases.