

CREDIT CARD POLICY

Seaford Public Library

The Board of Trustees permits the use of Library credit cards by certain members of administration and professional staff to pay for actual and necessary expenses incurred in the performance of work-related duties. It is recognized that specific Library employees will be authorized to use the Library credit card. Only those employees approved by the Board of Trustees each year shall be authorized to use the Library credit card.

Individuals authorized (Director, Assistant Director and full-time librarians) to use the Library credit card shall agree in writing that the Library credit card will only be used for purchases as authorized by this policy and to accept financial responsibility for any inappropriate usage. Any such inappropriate usage by that individual may result in termination from Library employment. Receipts must be obtained and itemized to provide evidence that expenses are prudent and proper. All receipts must be submitted within (15 days) of incurring the cost. If meals are charged to a Library credit card in connection with a meeting, those in attendance and the purpose of the meeting shall be provided. Purchase of alcohol in connection with such meals is not authorized. For other expenses, the reason for the cost incurred shall be provided.

Employees must take proper care of these credit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Library Director and to the appropriate financial institution. The use of credit cards shall be used prudently and only for official library business.

Purchases that are unauthorized, illegal, represent a conflict of interest, personal in nature or violate the intent of this policy may result in credit card use revocation and discipline (including possible termination) of the employee.

Adopted by the Board of Trustees: November 4, 2013

Revised: February 10, 2025