Credit Card Policy

The Geneva Public Library (“the Library”) maintains a single corporate credit card account as an option for employees to use for emergency purchases, and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt.

With prior approval from the Board of Trustees (“the Board”), bank credit cards will be established in the name of the Library with a maximum credit limit for each card set by the Library.

Credit cards and credit accounts will be available for purchases at specific stores. All credit cards will be held by the Finance Clerk until approved employees need them, and then returned to the Finance Clerk for safekeeping.

The use of cards does not replace requisitions and purchase orders or other purchasing procedures. Employees will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card.

The corporate credit card will be used primarily for travel expenses to conferences and prepayment of materials when required by a vendor.

Credit cards are not to be used for personal expenses by employees under any circumstances.

A lost or stolen credit card must be reported to the Executive Director or Finance Clerk immediately.

The Library maintains online access to the credit card account for purposes including, but not limited to, viewing statements, making payments, and updating contact information.

1. Processes for Purchases

Inventory reconciliation of purchases is required. Upon returning from making in-store credit purchases, the purchasing employee must have another employee confirm that the items bought match the receipt of purchase. The other employee will sign the receipt in confirmation. If a discrepancy exists, discuss the receipt with the Director or Finance Clerk.

As noted in the Bidding & Procurement Policy, purchases requiring the use of the corporate credit card require the approval of a supervisor.

All purchases estimated to cost $500 or more require prior written approval from the Director.

All purchases must include a completed Payment Request Form and/or proper receipt/invoice documentation. All credit card receipts and invoices must be submitted to the Executive Director and reconciled by the Finance Clerk on a monthly basis.

Proper documentation is to include:

- A completed Payment Request Form including the name of the requesting employee and signed by the Executive Director;
- Original paid receipt indicating the amount paid, the vendor, and the itemized description of the purchases;
- In the case of books, subscriptions, or similar orders, a copy of the order form or document and packing slip or other receiving document;

Examples of documentation NOT allowed:

- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

Adopted by the Board of Trustees: April 30, 2008
Amended by the Board of Trustees: 9/28/2011, 1/30/2013, 11/19/2014, 2/25/2015, 9/30/2015, 9/28/2016, 10/04/2017, 9/26/2018, 4/28/2021, 4/27/2022, 4/26/2023, 4/24/2024, 4/30/2025, 4/29/2026, 10/28/26
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