

BETHLEHEM PUBLIC LIBRARY
PURCHASE AND TRAVEL CARD POLICY

Policy adopted by the Library Board of Trustees July 14, 2014

Purchasing cards will be issued to those with a demonstrated need to routinely purchase goods and services necessary for library operation for which a purchase order is not an accepted form of payment. The library's Procurement Policy must be followed at all times.

Purchasing cards may be issued in the names of:

- library director
- purchasing clerk
- head of building and grounds

One card may be issued in the name of the library.

Travel cards may be issued to those library employees who routinely travel on necessary library business.

Travel cards may be issued in the names of:

- library director
- assistant library director
- department head

All purchasing and travel cards will be held in the library safe. Those with cards issued in their names may request their cards from the business manager and must log the request, including the date of request and purpose of the purchase. The cards will be checked in by the business manager; original receipts and purchase orders will be returned and completed as soon as possible after returning to the library.

An employee requesting the use of the general library purchasing card must have permission of the director, assistant director, or a department head and must log the request, including requester's name, date of request and purpose of the purchase. The card will be checked in by the business manager; original receipts and purchase orders will be returned and completed as soon as possible after returning to the library.

Credit card statements will be reviewed monthly by the director, business manager, and library board. An explanation of the purchases will be completed and submitted to the board as part of the financial report.