**Credit Card**

The MD of Greenview Library Board may issue Corporate Credit Cards to Trustees and Library Managers to provide a convenient, cost-effective and more effective method of procuring goods and services by simplifying the procurement process, speeding up vendor payments and empowering staff who have procurement responsibilities.

1. A credit card issued in the name of a Library Manager or Trustee is the property of the MD of Greenview Library Board.
2. Library Managers and Trustees will be required to sign a Credit Card Use Authorization Agreement prior to being issued a credit card.
3. Library Managers and Trustees will supply receipts for each purchase to the Secretary/Treasurer on a monthly basis. If the assigned cardholder cannot produce a receipt, they shall be responsible to reimburse the MD of Greenview Library Board.
4. Library Managers and Trustees will ensure their credit card is secure to avoid risk of unauthorized use.
5. Library Managers and Trustees will return the credit card immediately upon request.
6. A credit card may be used in accordance with the MD of Greenview Library Board Finance Policy.
7. Lost or stolen credit cards must immediately be reported to the Credit Card company as well as the Library Board Chair.
8. The Corporate Credit card will not be used to purchase items or services for personal use or the purchase of alcohol.
9. Any violation of this policy will be investigated and could result in termination and/or criminal prosecution at the discretion of the MD of Greenview Library Board.
10. A credit card may not be used to obtain cash.
11. Email and Internet purchases are prohibited unless the purchase is placed through a secure website.

Schedule F

Limits:

Library Managers: $5000.00

Board Trustees: $2000.00

Created: May 11, 2019

Reviewed: July 4, 2019

Revised: January 14, 2023.