

**OSSINING PUBLIC LIBRARY**

**CREDIT CARD POLICY**

This policy facilitates library purchases and established guidelines for the use of credit cards issued by the library. This policy provides internal controls to ensure that employees comply with all applicable laws.

Credit cards may be provided to employees holding certain positions within the Ossining Public Library as determined by the Board of Trustees.

Library credit cards shall have spending limits determined by the Director.

Use of Library credit cards shall be strictly limited to proper library purposes. Under no circumstances shall a library credit card be used for, or approved for personal use.

Before being issued a library credit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy.

Credit cards are the property of the library and must be returned to the employee's supervisor upon termination of employment with the library.

Approved by the Board of Trustees:

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**OSSINING PUBLIC LIBRARY  
Credit Card Policy Employee Acknowledgement**

I hereby acknowledge that I have received a copy of the Ossining Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Employee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director: James L. Farrell, Jr.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees Approval:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_