Aurora Free Library

Credit Card Policy

Purpose

This policy establishes guidelines for the appropriate use, issuance, and management of debit and credit cards by the Aurora Free Library to ensure fiscal responsibility, accountability, and compliance with state and local regulations.

Article 1 – Authorization and Issuance

1.1 The Library Board of Trustees authorizes the use of a debit or credit card for library-related expenses.

1.2 The debit or credit card will be issued in the name of the Library and the Library Director.

1.3 The maximum credit limit will be $2,500, based on budgetary needs and fiscal prudence.

Article 2 – Acceptable Use

Library debit and credit cards may only be used for:

2.1 Purchasing library materials, supplies, and equipment.

2.2 Paying for library programs, conferences, and professional development expenses.

2.3 Subscriptions, memberships, and other professional services related to library operations.

2.4 Emergency purchases when prior approval from the Board is not feasible.

Article 3 – Prohibited Use

Debit and credit cards must not be used for:

3.1 Personal purchases.

3.2 Cash advances, personal travel, or non-library-related expenses.

3.3 Splitting purchases to avoid procurement approval thresholds.

3.4 Any expenditure that violates the Library's financial policies or New York State law.

Article 4 – Cardholder Responsibilities

4.1 The Library Director (or designee) is responsible for ensuring that all charges are within approved budget lines.

4.2 A detailed receipt or invoice must be submitted for each purchase, and documentation must be maintained for each transaction in accordance with the Purchasing and Procurement Policy.

4.3 Unauthorized use of the debit or credit card may result in disciplinary action, including termination and legal consequences.

4.4 The Board of Trustees retains the right to revoke card privileges at any time if misuse is suspected.

Article 5 – Approval and Reconciliation

5.1 All transactions will be reviewed in accordance with the Library's Purchasing and Procurement Policy.

5.2 The Treasurer or Bookkeeper will verify that all transactions align with the approved budget and applicable policies.

5.3 Any discrepancies or unapproved transactions must be reported immediately to the Board of Trustees for investigation.

Article 6 – Credit Card Payment and Oversight

6.1 The Library will pay the credit card balance in full each month to avoid interest charges.

6.2 The Treasurer or Bookkeeper will review statements before payment to ensure accuracy.

Article 7 – Lost or Stolen Cards

7.1 If a debit or credit card is lost or stolen, the Library Director must report it immediately to the issuing bank and notify the Board President.

Article 8 – Policy Review

This policy will be reviewed annually by the Board of Trustees to ensure compliance with financial best practices and legal requirements. Amendments must be approved by a majority vote of the Board.

Adopted by the Board of Trustees on November 19, 2026