



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

19 Ross Street, Batavia, NY 14020
585-343-9550 585-344-4651 (fax)

Credit Card Policy

The Richmond Memorial Library shall have one bank credit card for use by the library director. The credit card will have a \$3500 limit. The library director will be in charge of the maintenance of the library's credit card.

Credit card purchasing will be used for:

Purchases that will not accept a purchase order as payment including online purchasing.

Emergency purchases

Documented lowest price purchases from a local store

Travel and conference expenses including conference registration, hotel, and food charges.

Store-issued cards shall also be permitted upon the approval of the Library Board of Trustees and used by the library director and designated employees. The library director will be responsible for the maintenance of any store-issued cards.

Corresponding receipts must accompany all credit card purchases.

Total balance on statement will be paid monthly.

Approved by Library Board of Trustees (October 20, 2008)