

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES POLICY

	TITLE: CHARGE CARD MANAGEMENT	POLICY NUMBER: 035
		SUPERCEDES POLICY New Policy
EFFECTIVE DATE: 2/01/2015	REVIEW DATE: 2/01/2018	ORIGINATED BY: Business Office
		AUTHORIZED BY: Board of Trustees

1. Purpose: To provide direction regarding the use and restrictions of charges cards by employees of TRL.

2. Scope: This policy applies to all employees of TRL.

3. Definitions:

Charge Cards: Credit, debit, fuel, prepaid or other forms of purchase cards, to which TRL is responsible for payment, that are commonly used for TRL authorized purchases when such use is considered to improve cash management, reduce administrative costs or to increase TRL's efficiency.

Official Library Business: Activities performed by a TRL employee or Board of Trustee member, as directed by and approved by their supervisor, in order to accomplish Timberland Regional Library's mission or as required by the duties of the office or position. A cash advance on a Charge Card is prohibited and is not to be considered as within this definition.

Prohibited uses of the Charge Cards: Examples include but are not limited to: cash advances of any nature, personal purchases of goods and/or services, the purchases of meals associated with business travel while not in travel status, and alcoholic purchases of any kind.

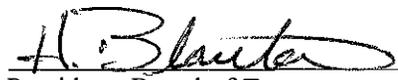
4. Background: The Board of Trustees finds that the use of charge cards to be a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

5. Policy:

- a. Charge cards may be used for the sole purpose of purchasing reasonable and necessary items that directly relate to and are necessary for the conduct of Official Library Business.
- b. Upon billing, or no later than ten days of the billing date, the individual using a Charge Card shall submit a fully itemized voucher together with the appropriate receipts to establish the Official Library Business use of the Charge Card.
- c. A misuse of a TRL Charge Card, including the loss of the card, may result in suspension of Charge Card privileges, recovery of the misused amounts, recovery of costs related to the loss of the card and disciplinary action.

- d. The Library Director shall have the authority to authorize the use and possession of Charge Cards to others, consistent with the terms of this policy. .
 - e. The Business Office shall make the necessary arrangements with vendors in order to provide for Charge Cards for TRL. Such arrangements shall include a contract documenting terms and conditions, signed and approved by the Library Director. The Business Manager shall have the authority and responsibility to recommend to the Director her revocation of the authorization to use a Charge Card as a result of use of a Charge Card that is not consistent with the terms of this policy.
 - f. The Business Manager shall have the authority and responsibility to cancel cards as appropriate in the normal course of business such as: termination of employment, change in status, and decision by the Department Manager to no longer have a TRL department charge card. The Business Manager shall develop specific administrative guidelines and accounting controls to ensure that usage of Charge Cards is consistent with the terms of this policy.
 - g. Charge Cards issued and authorized by the Director shall bear the name of TRL and the name of the individual responsible for the use and custody of the card. Department Managers and/or designees shall review and approve all charges made against the card in their department. Department Managers shall assure that payment on charge cards comply with this policy and requirements of the card issuers. The credit limit available on any Charge Card shall not exceed twenty thousand dollars.
6. Citation: RCW 42.24.115 and RCW 43.09.2855.
7. By the enactment of this policy the Board of Trustees for the Timberland Regional Library concurrently rescinds any prior policy within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Board of Trustees January 28, 2015.



President, Board of Trustees

2-25-2015
Date