



Charge Card Management Policy

Policy Number: 074

Supersedes Policy #030 - 4/18; #074 - 6/18

Authorized by: Board of Trustees

Effective: 9/28/2022

Review Date: 6/01/2025

1) **Purpose:**

To provide direction regarding the use and restrictions of charge cards by the employees of Timberland Regional Library (TRL).

2) **Scope:**

This policy applies to all employees of TRL.

3) **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.

4) **Definitions:**

- A. Charge Cards - Credit, debit, fuel, prepaid or other forms of purchase cards 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.
- B. Official Business - Those activities performed by a TRL employee, Board of Trustees' member, or other as directed by and approved by their supervisor or Executive Director to support TRL's mission and/or as required by the duties of the office or position held. A cash advance on a Charge Card is prohibited and is not to be considered as within this definition.
- C. Prohibited uses of the Charge Cards include but are not limited to:
 - 1. Cash advances of any nature;
 - 2. Personal purchases of goods and/or services;
 - 3. The purchases of meals associated with business travel while not in travel status;
 - 4. Alcoholic purchases of any kind.

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 to conduct official business.
- B. Misuse of a TRL Charge Card, including the loss of the card, may result in suspension of Charge Card privileges, the incursion of costs related to the misuse of the card and potential disciplinary action. Individuals in custody of the

TRL Charge Card when misused will work with the Charge Card vendor to report and recover the misused amounts.

- C. The Executive Director shall have the authority to authorize the use and possession of Charge Cards to others consistent with the terms of this policy.
- D. The Finance Department 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 Executive Director. The Finance Manager shall have the authority and responsibility to recommend revocation of the authorization to use a Charge Card as a result of use that is not consistent with the terms of this policy.
- E. The Finance Manager shall have the authority and responsibility to cancel cards as appropriate in the normal course of business such as: termination of employment or change in status. The Finance Manager shall develop specific administrative guidelines and accounting controls to ensure that usage of Charge Cards is consistent with the terms of this policy.
- F. Charge Cards issued and authorized by the Executive Director shall bear the name of the branch or department that purchases are being made for. Individuals assigned of Charge Cards for their branch or department must complete the Purchase Card User Agreement prior to taking possession of the card. Branch and Department Managers and/or their designees shall review and approve all charges made against the card in their department on a monthly basis. Department Managers shall assure that payment on charge cards comply with this policy and requirements of the card issuers.
- G. The credit limit available on any Charge Card shall not exceed twenty thousand (20,000) dollars.


6) **References:**

- A. Purchase Card User Agreement.

7) **Citations:**

- A. RCW 42.24.115.

 9/28/2022
Cheryl Heywood, Executive Director

 9/28/2022
Nicolette Oliver, President

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.