



# Jackson County Public Library

## CREDIT CARD & ACCOUNTS POLICY

### Credit Cards

The Jackson County Public Library will obtain a business or corporate credit card with no fee or a competitive annual fee that will best fit the library needs. The Library Director and Library Administrator are the only people whose names appear on the library's credit card. The credit card bears the cardholder's name but is the property of the Library and will be issued under the name of the Library. The cardholder is responsible for the activity on the card. No personal use of the credit card is permitted.

Use of the credit card should be limited to purchases from companies, stores, restaurants and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Library Director or Library Administrator. With their approval, the IT Specialist and Administrative Assistant are authorized to use it on their behalf. A 15% "tip" or gratuity is allowable where service has been provided, unless in a group setting the restaurant may apply a larger gratuity. No alcohol should be purchased with the credit cards, even if the employee is planning to reimburse JCPL.

All documentation of approved credit card transactions must be given to the Administrative Assistant within one week of purchase, so it may be matched to the credit card statement invoice. The Administrative Assistant will pay statements in a timely manner to avoid any interest, carrying charges, or penalties due to late payments.

The Library Director and Library Administrator are responsible for the credit card's protection and custody and shall immediately notify the issuing bank, then the Administrative Assistant if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

A Library credit card may not be used for cash withdrawal or cash advance. Any misuse of a Library credit card shall result in no less than the credit card in question being revoked.

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Seymour Library  
303 West Second Street  
Seymour, IN 47274

Tel: (812) 522-3412  
Fax: (812) 522-5456

Crothersville Library  
120 East Main Street  
Crothersville, IN 47229

Tel: (812) 793-2927  
Fax: (812) 793-3721

Medora Library  
27 West Main Street  
P.O. Box 400  
Medora, IN 47260

Tel: (812) 966-2278  
Fax: (812) 966-2229

Outreach Services  
Serving Jackson County  
Tel: (812) 522-3412 x1241

[www.myjclibrary.org](http://www.myjclibrary.org)

## **Credit Accounts**

At the discretion of the Library Director or Library Administrator, the Library may maintain credit accounts at local businesses (including but not limited to Walmart/Sam's Club, Jay C, Farm Bureau, Ace Hardware, Sherwin Williams). Only staff members authorized by the Library Director or Library Administrator may charge goods and services for official Library business to these accounts. The Administrative Assistant will maintain a list of all business accounts and the staff members who are authorized to use them.

All credit cards shall be returned immediately upon request or termination of employment to Human Resources (HR). The library may suspend or cancel cardholder privileges at any time for any reason. No personal expenditures are allowed by staff members, even if the intent is to repay the library at a future time.

Approved July 18, 2016, Revised April 18, 2022