



Town of Banff
Public Library

Policy: G.9 - Governance
Title: Credit Card Policy
Motion No. 21/11/18-40
Reviewed: November 21, 2018

References:

Purpose: The Banff Public Library Board recognizes the benefits of a credit card to facilitate efficient handling of cash receipts.

1. The credit card is the property of the Banff Public Library and will be issued under the name of the Library Director.
2. Use of the credit card must be preauthorized by the Library Director. The authorized signature for the credit card is limited to the Library Director.
3. The primary purpose of the credit card is to:
 - 3.1. secure accommodation, travel and registration for conference and workshop attendance of Banff Public Library Board and staff;
 - 3.2. secure accommodation and travel for program presenters;
 - 3.3. cover meals for program presenters and other incidental program costs;
 - 3.4. purchase library materials and equipment.
4. Receipts for total card debit must be presented to the Library Director as soon as possible following the purchase and prior to the card payment date.
5. Under no circumstances are personal purchases permitted on the credit card.