

Credit Card, Store Charge and Gas Credit Account Policy

The Pioneer Library System provides for restricted use a VISA credit card, store charge accounts, and gas-only credit cards pursuant to the Pioneer Library System's Procurement Policy to facilitate the daily operations of the Library System. All purchases must be for Pioneer Library System use and benefit only. Neither the credit card nor any other store or gas card may be used for the purchase of personal items, alcoholic beverages or tobacco products.

Pioneer Library System Credit Card, Store Charge and Gas Credit Account Policy and Procedures

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Procedures for credit card use: The library system issues a Chase VISA credit card to all professional staff, the Business/Personnel Manager, the Administrative Assistant, and the Computer and Network Services Manager. The cards may be kept in the safe or signed out on a permanent basis with the Business/Personnel Manager. All employees issued a credit card shall sign a Credit Card Use Agreement.

All purchases and expenditures of Pioneer Library System funds must be within approved budget guidelines. PLS procurement procedures require the use of a purchase order, receipt of goods or services, and subsequent payment from an invoice whenever possible. However, occasionally, purchases can only be made with the use of a credit card.

VISA cards are most frequently used for pre-approved conference expenses. Acceptable conference expenses are: airfare, hotel, reasonable meal allowance, parking, shuttle, etc.

Any and all use of the VISA card requires the following:

1. Authorization by means of Purchase Order or Conference Request Approval
2. If necessary, the employee must sign out the card from the Business/Personnel Manager.
3. All charges require itemized receipts/invoice with the purchase order number and employee's name to be promptly submitted to the Business/Personnel Manager. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.

Procedures for the use of Store Cards/Accounts: Pioneer Library System has store cards with Amazon, Lowe's, Staples, Walmart & Wegmans. The Administrative Assistant places all orders on the Amazon account, the custodian has permanently signed out cards for Lowes, Walmart's and Wegmans for building and office supplies. Purchases for supplies and food/snacks for workshops/meetings are made by staff signing out a Walmart or Wegmans card from the Business/Personnel Manager.

Any and all use of store accounts and cards requires the following:

1. Authorization by means of Purchase Order
2. If necessary, the employee must sign out the card from the Business/Personnel Manager.
3. All charges require itemized receipts/invoice with the purchase order number and employee's name to be promptly submitted to the Business/Personnel Manager. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.

Procedures for the use of Gas Cards: Pioneer Library System has gas cards for use by the PLS delivery drivers. The Wright Express/WEX card can be used at all major gas stations in the area and is to be used as the default card. We also have a Sunoco card in case there is a problem with the WEX card/account. Each of the four vans has a set of the above gas cards.

Any and all use of gas cards requires the following:

1. Vans are routinely filled up at the end of each weekly cycle, Tues, Thurs, Sat pm and Thurs am.
2. The driver enters passcode and odometer reading at the pump.
3. The itemized receipt is initialed, indicating which van was filled up and odometer reading if not printed. The receipt is stapled to the driver's trip log noting the number of gallons filled, and put in the trip log folder in the garage at the end of each delivery run.
4. The Business/Personnel Manager reviews each receipt and trip log for consistent and proper usage.

Pioneer Library System Credit Card Use Agreement

Cardholder _____

Date Issued: _____

Type: _____

Card Number: _____

I understand and agree that a Pioneer Library System Credit Card is issued to me on the express condition that I will at all times use the card in accordance with Pioneer Library System policy.

I have received the PLS Credit Card issued in my name and accept full responsibility for the use of the card and accounting for expenditures made. If the card is lost or stolen, I will report it immediately to the issuing bank and the Business/Personnel Manager. I will relinquish the card upon separation from employment at the Pioneer Library System and account for all expenditures prior to departure.

_____ I have read and understand the Pioneer Library System Policy and Procedures.

(Signature of Cardholder)

(Date)

(Signature of Executive Director or Business Manager)

(Date)

Pioneer Library System Store and Gas Charge Use Agreement

Employee_____

I understand and agree that a Pioneer Library System Store or Gas charge card is available for use on the express condition that I will at all times use the card in accordance with Pioneer Library System policy.

I accept full responsibility for the use of the card and accounting for expenditures made. If the card is lost or stolen, I will report it immediately to the Business/Personnel Manager. I will relinquish the card upon separation from employment at the Pioneer Library System and account for all expenditures prior to departure.

_____I have read and understand the Pioneer Library System Policy and Procedures.

(Employee Signature)

(Date)

(Signature of Executive Director or Business Manager)

(Date)