

## CREDIT CARD POLICY

Effective Date: March 20, 2025

Review: March 2028

### PURPOSE

To govern acceptable use and address methods and procedures by which London Public Library (Library) Employees will be governed when making purchases with a Library-issued credit card.

### SCOPE

This policy applies to all Library Employees who are issued a corporate credit card. All use of a corporate credit card shall be in accordance with the terms and spending authority limits as per the Library's *Procurement of Goods and Services Policy* and all other applicable Library policies, guidelines and procedures.

### DEFINITIONS

**Authorized** means that prior approval has been received for the activity from the designated approval authority.

**Cardholder** means an Employee who is authorized to hold and use a Library credit card as a purchasing agent of the Library.

**Employee** means a person who is permanently employed by the Library.

**Receipt** means the original document showing the name of the vendor, date, amount and description of the expenditure.

### ACCOUNTABILITY

Corporate credit cards are issued to certain Library Employees, designated by Management, to enable the purchase of goods and services when feasible. Examples include online or one-time purchases or authorized travel expenses.

Allocation of a credit card can only be Authorized by the CEO & Chief Librarian and/or Director, Financial and Facility Services or, in the case of the CEO & Chief Librarian; approved by the Library Board Chair and Director, Financial Services.

The need for a credit card is position-specific and may be revoked based on change of assignment. A credit card with a predetermined spending limit is issued to a specific Employee who has authorization to purchase items using the credit card. No further delegation of authority is permitted.

The Library credit card will not be used:

- For any purchase of goods and/or services that are prohibited under the Library's *Procurement of Goods and Services Policy*;
- For any personal or private purchase, i.e., any purchases benefitting anyone or anything other than the Library;
- When the total purchase price exceeds the purchase limit on the card;
- When an exclusive contract with another vendor is in effect;
- For alcohol/cannabis, and/or
- During travel outside of the City of London when a meal per diem has been approved for the employee.

### **SPENDING AUTHORITY**

- Transactions are subject to review by Financial Services staff to ensure compliance with the Library's *Procurement of Goods and Services Policy*, and the *Fraud Policy and Risk Management Plan*. Non-compliance issues will be reviewed and could lead to revocation of credit card purchasing privileges.
- Spending limits will be determined by the Director, Finance and Facility Services based upon the expected level of procurement. Purchases must not be split to circumvent approval limits.
- Any credits/returned merchandise must be credited to the credit card used for the original purchase.
- Transactions will be supported by a Receipt.
- No cash advances and no cash refunds are permitted.

### **MISUSE AND/OR FAILURE TO MEET CARDHOLDER'S RESPONSIBILITIES**

The Cardholder is responsible for immediately reporting loss or theft of the credit card, or any credit card fraud, to the issuing company and to Financial Services staff.

Misuse, or failure to comply with the Library's *Procurement of Goods and Services Policy*, will result in cancellation of the Employee's authority to use the credit card and/or further disciplinary action up to and including termination of employment.

If an Employee improperly uses a Library credit card for any unauthorized transaction, such as for personal use, the costs(s) of such transactions will be the financial responsibility of the Employee and that Employee will be required to reimburse the Library.

### **INQUIRIES**

Director, Finance and Facility Services

CEO & Chief Librarian