



146 Main Street • Attica, NY 14011 • (585) 591-2733

Credit Card Policy

Stevens Memorial Community Library (“the Library”) maintains a single corporate credit card account as an option for the Director to use for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in delays between the purchase of a good or service and its receipt, such as travel. With prior approval from the Board of Directors (“the Board”), a bank credit card will be established in the name of the Library with a maximum credit limit set by the Library.

The credit card will be held by the Director until such time as approved employees need it. It must be returned immediately after use, within reason, with proper receipt for safekeeping.

The use of the card does not circumvent the need to follow purchasing requirements as set forth in the Library’s Purchasing Policy. Every effort to use other payment methods in lieu of the credit card must be attempted. When travel is involved, usage must be in accordance with the Library’s travel policy.

Credit card receipts are subject to the claims audit process currently in place at the Library. All credit card receipts, in proper form, and invoices must be submitted immediately to the Director and reconciled on a monthly basis. A proper receipt is defined as the original paid receipt indicating the amount paid, the vendor name, and the itemized description of the purchases. In the case of books, subscriptions, or similar orders - a copy of the order form or document and packing slip or other receiving document. Examples of receipts which are considered not proper: non-itemized cash register receipts; and handwritten requests for reimbursement without receipts or other verification.

A lost, stolen or suspected hacked card must be reported to the credit card company immediately and to the Board of Directors within a reasonable amount of time.

The credit card must not be saved in any on-line website such as Paypal, Etsy, etc, other than to the Library’s Amazon account.

This credit card shall be the only credit card utilized by the Library for Library business. Employees’ personal credit cards will not be acceptable to be used for Library business unless it is needed while traveling for business.

Adopted by the SMCL Board of Trustees on 4/20/2026