
Medicine Hat Public Library
Category: Governance

Policy No. G.11
Title: Credit Card Policy
Date Approved: 2009 05 06

Purpose: The Medicine Hat 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 Medicine Hat Public Library and will be issued under the name of the Medicine Hat Public Library.
2. Use of the credit card must be preauthorized by the Chief Librarian. Authorized signatures for the credit card is limited to:
 - 2.1. Chief Librarian
 - 2.2. Department Heads
 - 2.3. Administrative Assistant
3. The primary purpose of the credit card is to:
 - 3.1. secure accommodation, travel and registration for conference and workshop attendance of Medicine Hat 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
 - 3.5. cover meals for library visitors
4. Receipts for total card debit must be presented to the Administrative Assistant 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.