

Dover Plains Library

Credit Card Policy

Credit cards will be issued in the name of Dover Plains Library and the specific name of an individual with maximum limits for each at the discretion of the Board of Trustees.

All monthly statements and communications will be sent to the Library.

Credit cards will be issued to:

- Treasurer of the Board of Trustees
- Library Director
- Additional personnel may be added at the discretion of the Board of Trustees

Authorized cardholders are to retain sole possession of the cards. Unauthorized use or misuse by the cardholder will be the personal responsibility of the cardholder. Criminal misuse of the card is not the responsibility of the cardholder. If the card is lost or stolen, the cardholder must notify the Director or Treasurer immediately.

The use of the Library's credit card is to facilitate online purchases, paying for professional development and associated travel costs, buying supplies locally, and other library-related purposes approved in advance by the Director.

Approved by Dover Plains Library Board of Trustees, 12/6/23