

**East Williston Public Library**  
**Credit Card Use Policy**  
*Adopted 1/27/21, Amended 2/16/22*

In an effort to simplify the reimbursement process for the library-related purchases made by the Library Co-Directors and staff and minimize the need to lay out funds, for subsequent reimbursement, from their personal accounts for expenses that benefit the Library and the East Williston community, the Village of East Williston, as the municipality that holds the library's tax funds and pays the library's invoices, has established a credit card for the Library's use.

All purchases made with a Library credit card are to be overseen by the Library Director and are to be made solely for the benefit of the Library and its programs. Those purchases must be made in accordance with the Purchasing Policy dated April 22, 2020. The Library Director will control and safeguard the credit card and will instruct the appropriate personnel on the use of the card and the requirements for its use. The credit card will be returned to the Library Director after use along with appropriate documentation to support all purchases.

No personal use of the credit card is allowed even if the user intended to, or actually did, reimburse the Library for such use.