

# Debit Card Policy

**PURPOSE:** To establish criteria for the use of the Salisbury Free Library Operations Account Visa Debit Card, issued on behalf of the Salisbury Free Library (SFL), for the purpose of conducting SFL business.

**SCOPE:** The use of the Visa Debit Card is to assist in obtaining supply and service items electronically for the Salisbury Free Library. The use of the Visa Debit Card also makes SFL more accountable by providing detailed purchase histories and other important record keeping and time saving information.

**AUTHORITY:** The Salisbury Free Library Trustees will make all decisions regarding the debit card issuance and controls.

**ORDER:** Use of the Visa Debit Card:

1. The Salisbury Free Library Co-Treasurer who will most often use the card shall apply for the debit card on behalf of the Salisbury Free Library with the Franklin Savings Bank. The debit card shall be used to make transactions online or in person when ordering services or supplies on behalf of the SFL. Currently, the Library Co-Treasurer authorized to handle the debit card is the Operations Treasurer. In the absence of the Operations Treasurer, the Salary Treasurer shall have authority in regards to the debit card.
2. The debit card is to be used to conduct Salisbury Free Library business only and any other use of the debit card to acquire or purchase goods or services for other than official use of the Library is fraudulent use and may result in disciplinary action up to and including dismissal and will also be liable under any applicable criminal or civil law once the use is reviewed by the Salisbury Free Library Board of Trustees. Any person found using the card fraudulently can be held liable under the full extent of
3. The debit card shall be kept in the custody of the Co-Treasurer who applied for the card. Any request for use of the debit card will be subject to approval of the Co-Treasurer as agent for the Salisbury Free Library Board of Trustees, except for the following:
  1. The Director is allowed to use the debit card for the following purchases if a vender billing relationship cannot be established or time constraints make it necessary to use a debit card rather than delaying payment:
    - a. Conferences/workshops registrations approved by Salisbury Free Library Trustees
    - b. Office Equipment approved by Salisbury Free Library Trustees
    - c. Hardware and software approved by Salisbury Free Library Trustees
    - d. Collection materials, processing supplies, common office supplies, and programming supplies up to \$300.00 per month as long as the expenditure stays within the allowed budgeted monthly allowance

- e. If the purchase of collection materials, processing supplies and common office supplies exceeds \$300.00, the Director needs to request approval from the Operations Treasurer for all other debit card expenses that month.
4. Each time the library debit card is used, the Director shall immediately provide the Operations Treasurer with the company name and purchase amount. This notification can be done verbally or electronically.
5. A copy of the receipt and/or purchase order shall be provided to the Operations Treasurer for each library debit card purchase. Documentation should be submitted in a timely fashion, preferably before the monthly bank statement.
6. If the library debit card or debit card number is lost, stolen or fraudulently use, it is the responsibility of the Operations Treasurer to notify the bank immediately, then the Director and the other Salisbury Free Library Trustees. If the Director notices it first, the Director is to notify the Operations Treasurer immediately.

The Visa Debit Card shall not be used for the following:

1. Personal purchases or identification.
2. Cash advances through bank tellers or automated teller machines.
3. Personal purchases or expenses with the intention of reimbursing the Library.

Any employee or trustee who uses the debit card for unauthorized purchases will be liable for the total dollar amount of such unauthorized purchase, plus any administrative fees charged by the bank, in connection with the misuse. Said employee or trustee will also be subject to disciplinary action, which may include termination or the request to resign and be held liable under any applicable criminal or civil law

The library debit card is the property of the Salisbury Free Library. Upon termination of employment, the Director must return the card and/or any written information concerning the debit card number, expiration date and security code to the Operations Treasurer. The Director must also list all accounts where the library debit card was used. It is the Operations Treasurer's responsibility to close the debit card and notify all accounts that the card is no longer active. Upon the changing of the Operations Treasurer, the Operations Treasurer will return the card and/or any written information concerning the debit card number, expiration date and security code to the Salary Treasurer, who will execute all duties of the Operation Treasurer in regards to the debit card until a new Operations Treasurer is elected.

EFFECTIVE: June 6, 2017

Amended and re-affirmed: March 2, 2021