



Credit Card Policy

The Bell Memorial Library maintains a single M&T Bank credit card account for the Library Manager to use for purchases with prior approval from the Board of Trustees. A bank credit card will be established in the name of the Bell Memorial Library and the name of the Library Manager with a maximum credit limit. The credit card will be held by the Library Manager for Library purchases only.

- The credit card is not to be used for personal expenses under any circumstance.
- The use of the credit card does not replace requisitions and purchase orders or other purchasing procedures.

All credit card receipts and invoices must be maintained by the Library Manager.

Proper documentation is to include:

- Original paid receipt indicating the amount paid, the vendor, 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;
- A print-out of the items ordered online.

Examples of documentation NOT allowed:

- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

A lost or stolen credit card must be reported to the M&T Bank and to the Board of Trustees immediately.

ADOPTED: 10/22/2020

REVISED: 4/17/2025