

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**LIBRARY CREDIT CARD AUTHORIZATION POLICY**

**Policy**

The Board of Library Trustees of the West Chicago Public Library District authorizes the Library Director to issue credit cards to be used by employees to conduct financial transactions for the Library District. The dollar limit determined by the Library Board is \$12,500 for the Library Director and \$3,000 for each of the four (4) cards issued to employees.

**Procedures**

The Library Director shall generate a letter of authorization to the credit card issuer to authorize the issuance of a credit card to a specific Library employee. The Library Director shall notify the Library Board of the issuance of a new credit card or cancellation of an active credit card at the next regularly scheduled Board Meeting.

Each employee must sign the “Employee Library Credit Card Use Agreement” form prior to the issuance of a credit card. The acknowledgement form defines the use and responsibilities governing employee issued library credit cards.

Upon resignation or termination of an employee possessing a credit card, it will be the responsibility of the Library Director to immediately contact the credit card issuer by phone to cancel the purchasing rights of that employee, retrieve the credit card, and shred it. A written notification will be mailed to the credit card issuer by the Library Director on Library letterhead within twenty-four hours.

Approved by Board of Library Trustees: February 25, 2013; November 27, 2017; August 23, 2021; November 28, 2022

Reviewed by Policy Committee: November 10, 2022

## Employee Library Credit Card Use Agreement

This Library Credit Card Use Agreement (“Agreement”) is between the West Chicago Public

Library District (“Company”) and \_\_\_\_\_  
 (“Employee”)

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Name (Print)

Credit Card Number (exactly as shown on card)

I confirm that I am the employee named above and I received the above-listed credit card associated with the commercial credit account of the Company (“Card”) and I confirm all my information is correct. By my signature on this Agreement, I will agree to comply with and be bound by the following conditions:

1. I understand this Card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that use of this Card is limited to business purposes authorized by the Company. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse will result in cancellation of this Card and may further result in disciplinary action up to and including termination of my employment.

2. I understand the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I agree to be held personally liable for the total dollar amount of any improper charges incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized, or illegal charges made by me, including any administrative fees and/or finance charges assessed in connection with such charges, and paid for by the Company on my behalf will be considered a personal loan which may be repaid through payroll deduction. I understand that payroll deduction on my loan will be subject to the limits set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully reimburse the Company, I will repay the Company these amounts plus finance or other charges due in connection with the misuse of this Card and the Company may take appropriate legal action to collect the monies owed. If the Company is required to take legal action to collect monies owed under this Agreement, I agree to pay the Company’s expenses, including attorney’s fees, incurred in its collection efforts. I agree that I may be liable for improper charges that result from allowing others to use this Card.

3. I agree to inform the Bookkeeper and/or the Library Director of any purchases made with the Card and timely submit all receipts for expenses incurred in connection with this Card. If I fail to timely submit receipts for expenses incurred with this Card, the Company may consider the unsupported charges incurred in connection with this Card to be a personal loan and may collect those amounts from me as described herein.

4. I agree to return this Card immediately upon request by the Library Director or upon termination of my employment for any reason (including retirement) with the Company. I understand that this Agreement is revocable by me at any time upon written notice to my immediate supervisor at the Company. If revoked, I understand I must stop using the Card immediately and return it to the Library Director with my revocation notice. I understand that if revoked, I remain responsible for any misuse and remain indebted to the Company for any personal, unauthorized, or illegal charges made prior to the revocation and return of the Card.

5. I promise to immediately notify the Library Director upon discovering this Card has been lost, misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.

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Date

Employee Signature

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Date

Library Director Signature