

Agreement for Use of the Mooresville Public Library Bank Credit Card

The Mooresville Public Library's credit card is being issued to you on a temporary basis to make authorized library purchases. By accepting the library's credit card, you agree that you are personally responsible for any unauthorized or inappropriate uses of the card and that any unauthorized or inappropriate use of the card may result in disciplinary action. By signing below, you agree that you have read and understand the library's Credit Card Policy and agree to abide by the terms thereof.

Card issued: _____

Card number: _____

Employee/Card User Signature

Signature of

Witness _____

Printed Name of Employee/ Card

User _____

Printed Name of

Witness _____

Date _____

Date _____

Mooresville Public Library Credit Card Policy

The purpose of the credit card policy is to facilitate purchases for the library in those limited circumstances where using a credit card is the only practical mean for making a purchase.

The director will procure a credit card for the library from the financial institution offering the most favorable terms for the library, including rewards points. The director may obtain a card that has an annual fee if the totality of the terms are applicable to that particular credit card make it the best choice for the library. The line of credit extended to the library by means of the credit card shall not exceed **\$10,000.**

The director is the designated custodian of the credit cards. The director must ensure that the card is used in conformance with the library's Resolution for Library Credit Card, the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries, and this policy.

The director must maintain documentation which will include names of individuals requesting usage of the credit card, their position, type of purchase(s) to be made, invoices, the date the credit card was issues and returned, and after the purchase, an invoice will be presented to the director with the actual amount that the individual charged and items purchased. An additional card will be issued to an employee that the director has authorized to carry or sign out a Mooresville Public Library credit card.

The director or designated employee may use the credit card for the following types of purchases:

1. Materials and supplies needed for the daily operations of the library,
2. Online purchases for materials and supplies needed for the daily operations of the library,
3. For services rendered that need immediate payment,
4. To pay for authorized travel and accommodations for library conferences or other training opportunities that have been pre-approved by the library director.

Use of the Mooresville Public Library credit card for personal purchases is expressly prohibited.

The library is generally tax exempt for sales tax on purchases. When possible, the card user must notify the vendor or merchant that the credit card transaction should be tax exempt. The card user should provide the Library's ST105 Sales Tax exemption certificate at the time of the purchase(s). Meals and lodging are not exempt from sales tax.

The balance due on the credit card(s) will be paid in full each month by or before payment due date. Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than payment of other invoices/claims. Supporting documentation such as paid receipts or itemized receipts must be provided by the card user.

Any benefits derived from the use of the Mooresville Public Library credit card are the property of the library, including points or cash back on purchases.

If the card(s) are lost or stolen or the number is used by unauthorized person, the card issuer must be notified immediately. The loss must also be reported to the library's Board of Trustees.

Employees requesting to use the Mooresville Public Library credit card will be required to read a copy of this policy and sign indication they understand and agree to abide by the terms of this policy. Any employee who violates the library's Credit Card Policy is subject to disciplinary action.

Revised May 6, 2019

Resolution to Adopt Accounting Software for Forms Approved

WHEREAS, the Board of Trustees of the Mooresville Public Library finds that it is beneficial to utilize the financial software from a single vendor, and

WHEREAS, **Banyon** has provided financial software systems and updates to Indiana libraries which contain procedures and produce forms that are required and approved by the Indiana State Board of Accounts and Department of Local Government and Finance.

NOW THEREFORE BE IT RESOLVED, that the Mooresville Public Library adopts **Banyon** financial software systems and requests that the Indiana State Board of Accounts approve all forms which have been previously submitted by the Mooresville Public Library and any updates and revisions provided in the future for use by the Mooresville Public Library.

DULY ADOPTED & REVIEWED by the Board of Trustees of the Mooresville Public Library at its regular meeting held on the 6th day of May, 2019, at which meeting a quorum was present resolve that reimbursements will be paid from benefits to employees in the current operating budget (a benefit taxable by the State of Indiana).