

PERRY PUBLIC LIBRARY

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Make It Part of Your Day

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Credit Card Policy and Procedures

The Perry Public Library provides for restricted use a VISA credit card to facilitate the daily operations of the Library. All purchases must be for Perry Public Library use and benefit only. Any unauthorized use should be reported to the Director who will inform the Board and the issuing company as soon as possible.

Procedures: The library issues a Capital One VISA credit card to the Library Director. All purchases and expenditures of Perry Public Library funds must be within approved budget guidelines. The Library Director shall make reasonable efforts to ensure that any monthly credit card bill does not exceed \$1500. Any online rewards earned will be used only toward library purchases and any cash back will be used toward the balance of the credit card or deposited into the library's accounts.

Billing: All charges require itemized receipts/invoice with the employee's name to be promptly submitted with the detailed credit card bill at the board meetings. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.

Approved 10/04/2021