Mideastern Michigan Library Cooperative

Credit Card Policy

Adopted: October 1999
Revised: January 2017
Reaffirmed: September 2022
Reaffirmed: September 10, 2026

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Credit Card Policy

The purpose of the credit card policy of the Mideastern Michigan Library Cooperative is to facilitate Cooperative purchases for the office, while maintaining accountability. The policy provides a system of internal controls to ensure that the Cooperative complies with all applicable laws.

1. The Director will be responsible for the issuance, account monitoring, retrieval and compliance oversight with the credit card policy. A duplicate card may be issued to another employee, as approved by the Director.

2. The credit card may be used by the Director, or a Cooperative employee designated by the Director, for the official business of the Mideastern Michigan Library Cooperative. Documentation detailing purchases must accompany the bill when submitted for payment. Use of the credit card for provisional personal purchases is prohibited without prior approval by a Board Officer or the Director, as appropriate.

3. The Employee to whom the credit card is issued is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost, stolen or otherwise compromised.

4. The balance due on the credit card account shall be paid within 30 days of the statement date. Mideastern Michigan Library Cooperative accepts full responsibility for the debt incurred on the credit card. The total authorized credit limit for the credit card issued to the Cooperative shall not exceed the amounts authorized annually at the Board's September meeting.

5. Any benefits derived from the use of the credit cards shall be the property of the Mideastern Michigan Library Cooperative.

6. The Mideastern Michigan Library Cooperative will use disciplinary measures consistent with current law for unauthorized use.

7. The Director must immediately surrender the credit card upon leaving the employ of the Cooperative. Any employee of the Cooperative in the possession of a duplicate card shall surrender the card upon leaving the employ of the Cooperative.

Procedure for Credit Card Usage:

1. A Cooperative employee will generate an order for supplies, materials, or equipment for approval by the Director.

2. The credit card may be used by the Director and staff when traveling on Cooperative business for registration fees, lodging costs, air or ground transportation, meals and parking fees, consistent with the Cooperative Travel Expense Policy. All charge slips must be attached to the credit card bill when it is submitted for payment. If provisional personal purchases have been approved, employee must provide a personal check to the credit card company for the full amount of their purchase. Personal purchases must be paid within the billing cycle they are incurred.

3. The Board Treasurer or other designated Board officer will review expenditures as part of the check signing process. The credit card bill will be included in the list of bills generated in Financial Reports.