The purpose of the credit card policy of the Charlevoix Public Library is to streamline some library purchases while maintaining accountability. The policy also provides a system of internal controls to ensure that the library will comply with all applicable laws.

- The Director will be responsible for the issuance, accounting, monitoring, and general oversight of compliance with the credit card policy.

- One card will be issued in the name of the director, to be held by the director, and one card will be issued in the name of Charlevoix Public Library, to be held in house.

- When in-house card is used, it must be signed out with person’s name, date, where and what purchasing.

- The Director or any library employee designated by the Director, may use the credit card, only for goods or services for the official business of the Charlevoix Public Library.

- Receipts detailing the goods or services purchased must be submitted.

- Detailed summary of monthly credit card purchases will be available with the bi-monthly payable signature request sent to the board president and treasurer.

- The Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card and the library board of trustees if the card is lost or stolen.

- The Director or other employee must immediately surrender the credit card upon leaving the employ of the Charlevoix Public Library or upon termination.

- The Charlevoix Public Library will use disciplinary measures consistent with current law for unauthorized use.