



## **Debit Card Policy**

Adopted: 10/11/2001

Reviewed: 03/08/2012

Revised: 10/21/2016

Last Revised: 10/4/18

Reviewed: 9/10/2020

### Purpose

The Walworth-Seely Public Library maintains a debit card for library related purposes only. The purpose of the debit card is to facilitate purchases for the library.

### Responsibility

The Library Director will be responsible for the debit card at all times. The Library Director has authority to designate one-time purchases by a staff member as needed. The Library Director will surrender the debit card upon leaving the employ of the library or as requested to do so by the Library Board of Trustees.

### Usage

The debit card may only be used to purchase goods for the official business of the library. Purchases must adhere to established library procurement policies and procedures as well as any applicable local, state or other laws or regulations. Prior approval from the Library Director is required prior to any purchase. Documentation and original receipts detailing the goods and services purchased must be submitted in a timely manner (3 business days) to the bookkeeper for documentation and record keeping purposes.

Cash advances, cash withdrawals, fines and private expenses are not authorized debit card uses. The library retains the right to take any and all measures consistent with current law for unauthorized use of the debit card.

### Protection/Loss

The Library Director is responsible for the protection of the debit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation to the Library Board should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

The Library Bookkeeper shall review each monthly bank statement and accompanying paperwork. The Board Finance Officer will review at the monthly finance meeting. Any discrepancies or irregularities shall be reported to the Director and the Board of Trustees.

### Other

The debit card shall be obtained from a bank which has been designated an official depositor bank for library funds.



This policy will be reviewed on an annual basis.

APPROVED