

# Debit Card Policy

## Purpose

The purpose of the debit card policy of the Morgan County Library is to facilitate purchases for the Library.

## General Rules

1. The Director will be responsible for the issuance, account monitoring, and retrieval and generally for overseeing compliance with the debit card policy.
2. The Director may use the debit card, only for goods or services for the official business of the Library.
3. The Director is responsible for the protection of the debit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
5. Any benefits derived from the use of the debit card will be the property of the Library.
6. The Morgan County Library accepts full responsibility for the debt incurred on the debit card.
7. Debit cards will be issued in the Director's name as per the policy of the bank.
8. The Director must immediately surrender the debit card upon leaving the employ of the Library.

## Documentation

1. Receipts supporting debit card usage MUST be included in the monthly voucher folder.
2. The receipts should be stapled to an 8 ½' by 11" piece of paper. Sufficient description should be provided on the attachment to assist the accounting department in coding the charge to the proper general ledger account.

***Approved by Library Board of Trustees on June 8, 2017.***