

CREDIT CARDS

DATE APPROVED: April 19, 2021
DATE LAST REVIEWED:

DATE AMENDED:
DATE FOR REVIEW: April 2024

Galiano Community Library is committed to an efficient and timely acquisitions process, The Library may provide credit cards to volunteers to facilitate the purchase of library materials.

Procedures for use of business credit card

1. The library holds two credit cards for the purchase of materials for the library. The credit cards are Coast VISA Business Cards issued by the Desjardins Financial Group of Montreal in the name of the Library's bank, Coast Capital.
2. There are two names on each card: the Galiano Library Society and the name of a card holder designated by the Library to make purchases on its behalf.
3. Credit card holders will be designated by a motion of the Board of Directors.
4. The credit card holders retain their cards in their own possession and can make purchases with the card online, over the phone or in person as with any credit card.
5. The credit cards may not be used for personal purchases or to obtain cash. They must be used exclusively to buy materials for the library.
6. The credit limit on each card is \$1000. Since bills are paid once a month on the account, this limit will be renewed each month. The Library is ultimately responsible for payment of all purchases made on the cards.
7. The cards cannot be transferred to another representative of the Library, but purchases may be arranged through a current card holder.
8. In order to change a card holder, the old card must be returned to the treasurer who will request a new card for whoever is to be the next care holder. Cards will be returned to the Treasurer within 1 week of their request.
- 9 Monthly bills will be paid by the Treasurer instead of purchaser. Receipts for purchases must still be submitted to the treasurer along with a note that the purchase was made by means of the Library's credit card.

Approved (Signature) Board Chair

Date: