

# CREDIT CARD

The Burt Public Library will have one card issued to the director.  
Credit Card Limit: \$750

## Uses:

1. Lodging when on library business or for education and/or training as approved by the board.
2. On-line or in-store purchases of materials or supplies from vendors where we do not have accounts.

All receipts must be submitted with the credit card bill for board approval prior for payment.

The city may issue a check prior to board approval in the event that the board meeting occurs too late in the month for the payment to be received on time thus incurring late charges and penalties. All receipts and the bill will still be submitted to the board at the next meeting for verification and approval.

Adopted May 2015