

### **Wautoma Public Library Credit Card Policy**

The purpose of Credit Card use is to allow for the purchase of business expenses in an efficient and cost-effective manner, especially for online ordering. The use of the Credit Card should be limited to \$3,500 in a month's time. Purchases should be for material orders (books, e-books, movies, etc) or supplies (ink, incentives, paper, etc).

Invoices/documentation must be submitted monthly to city clerk supporting purchases and reported to the Library Board as part of the monthly financial report.

Approved 2011

Updated and Approved April 2017

Updated and Approved by the Wautoma Library Board March 4, 2020

Updated June 25, 2021