



Lancaster Public Library Debit Card Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that debit card use facilitates cost-effective purchases for the Lancaster Public Library (LPL). Use of a debit card account is a form of payment; all use must be in compliance with LPL Policies, in particular, the LPL's Procurement Policy.

II. POLICY

A. The LPL is authorized to maintain the following debit accounts:

1. Debit card account – Library Director: Limit not to exceed \$2,000.
2. Debit cards will be assigned to the LPL Library Director and the LPL Board of Trustees Treasurer (both herein designated “cardholders”).

B. The cardholders or their designees may use the debit card only for goods or services for the official business of the LPL and consistent with other policies, including but not limited to the LPL's Procurement Policy.

C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted before payment can be approved.

D. The cardholders are responsible for the protection of the respective debit cards and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen.

E. Cardholders must immediately surrender the credit card upon leaving the employ of the LPL.

F. The LPL Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

1. Funding approval from Board.
2. Debit listed as such on monthly financial report.
3. Debits are subject to monthly audits.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on February 11, 2021.