



**BENBROOK LIBRARY DISTRICT**  
**CREDIT CARD POLICY**  
*Revised June 17, 2022*

Benbrook Library District may provide employees with credit cards that can be used for business-related expenses. Having these cards helps administration track and process our expenses, prevent fraud and make payments more efficiently.

**Employee credit card agreement**

Credit and/or debit cards can be provided to help manage travel expenses or purchases for programming. Each card will have a limit of use and is only to be used for work-related expenses.

The credit card can not be used for non-authorized or personal expenses. Receipts are required for each transaction and is due at the time of the transaction. If a personal expense does occur, reimbursement is required immediately.

**Credit Card Responsibilities**

Do not leave the card unattended or give it to unauthorized people (e.g. friends, family, colleagues) even just to hold.

Report it lost or stolen immediately.

Use it only for approved reasons.

Keep receipts and submit documentation with the date and purpose of the expense.

**Violations**

If an employee incurs personal or unauthorized expenses, they will need to reimburse the library immediately. If this occurs on a consistent basis, disciplinary action could be taken.

Failure to consistently provide receipts may result in loss of card.

Benbrook Library District has the right to terminate credit card accounts for any reason.

**Signature**

I agree to the terms and policies of the credit card and this credit card policy.

\_\_\_\_\_

Signature of Employee

Last four digits of credit card number: \_\_\_\_\_