

## **Debit Card Usage Policy for Monetary Gifts, Donations, and Endowments to Oshkosh Public Library**

**Purpose:** The purpose of this policy is to establish guidelines for the responsible use of debit cards by Oshkosh Public Library staff members for authorized library-related expenses from private gifts, donations and endowment funds. This policy aims to ensure transparency, accountability, and compliance with financial regulations.

**Scope:** This policy applies to all staff members authorized to use a debit card issued by West Pointe Bank on behalf of Oshkosh Public Library.

### **Authorization:**

1. Only designated staff members approved by the library director are authorized to use the administration debit card for library-related expenditures from private gifts, donations and endowment funds.
2. Debit card usage must adhere to the library's endowment budget allocations and financial guidelines, which will be reviewed with all library staff authorized to use the administration debit card.
3. A second debit card will be assigned to the Collection Development Librarian for use in purchasing material based on the requirements of this position and administrative policy of OPL Memorial fund usage.

### **Expenditure Guidelines:**

1. Debit cards may be used only for the following expenses:
  - Purchase of library materials, program supplies, equipment as approved by the board. The review and approval of the intended purchase(s) must be approved by the library director or the director's assigned designee prior to purchase.
  - The debit card assigned to the Collection Development Librarian has the authority to purchase material based on the requirements of this position and administrative policy of OPL Memorial fund usage.
2. Prohibited expenses include personal purchases, cash advances, and any expenditure unrelated to library operations.

### **Shared Usage:**

1. The administrative debit card will be kept in a secure location accessible only to authorized staff members.
2. Each staff member must sign out the administrative debit card when in use and provide a brief description of the intended expenditure in advance as well as the budget line where the purchase has been authorized.

**Spending Limits:**

1. Upon authorization approval for the administrative debit card, the approved amount will be transferred into the account. Employees are not allowed to spend more than their requested and approved amount.

**Documentation Requirements:**

1. Staff members using the administrative debit card are responsible for retaining all receipts and documentation related to transactions. In the event of a lost receipt, the staff member responsible for the purchase must obtain a reissue.
2. Documentation must include the date, vendor name, description of goods/services purchased, and the amount of the transaction.
3. Receipts must be submitted promptly to the business manager for reconciliation.

**Accountability:**

1. Staff members are accountable for all transactions made using shared debit cards.
2. In the event of debit card usage without accompanying receipt documentation, the responsible party shall be liable for reimbursement to the library for the corresponding expenditure.
3. Any discrepancies or suspected misuse of debit cards must be reported immediately to the library director and the business manager for investigation. Misuse or abuse of debit cards will be considered a disciplinary or, possibly, a legal matter.

**Reporting and Oversight:**

The library director and business manager will provide quarterly reports to the library board summarizing debit card transactions, budget utilization, and any variances.

**Compliance and Enforcement:**

1. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or, if warranted, referral to law enforcement authorities.
2. The library director reserves the right to modify or revoke debit card privileges at any time.

**Review and Revision:** This policy will be reviewed annually by the Library Board to ensure its effectiveness and relevance. Amendments may be made as necessary to reflect changes in financial regulations or operational requirements.

**Acknowledgment:** By using debit cards issued by West Pointe Bank on behalf of Oshkosh Public Library, debit card-authorized staff members acknowledge their understanding and compliance with this policy.

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**Cardholder Agreement**

**I acknowledge that I have reviewed and understand this policy.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_