



Mattituck-Laurel
LIBRARY

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Credit Cards & Amazon Business Account

The Library's credit cards are held by the Director and all purchases are authorized by the Director. Library Credit cards are to be used solely for the purchase of library property such as office supplies, housekeeping or maintenance supplies, computer supplies, computer software or hardware, conference/seminar registrations, program supplies, programming supplies, and ordering circulating and reference materials. They may not be used for personal purchases, cash withdrawals, cash advances, fines or private expenses.

The Bookkeeper reconciles the monthly credit card statement and charges purchases to the correct budget line. The Library maintains an Amazon Prime Business Account. All purchases are approved by the Director. The Bookkeeper reconciles the Amazon account and charges purchases to the correct budget line.

The Library's credit cards are not for personal use. Improper use of a library credit card can lead to disciplinary action up to and including termination and the recovery of any money not covered by the credit card agreement.

Adopted 11/13/2023