

# **Dunlap Public Library District Authority to Spend Policy**

Adopted June 2017

Updated 23 September 2024

## General Spending

The Library Director of the Dunlap Public Library District is authorized to spend up to \$5,000.00 on any single item without prior board approval for items previously approved as a budgeted line item.

The Dunlap Public Library District may spend in excess of \$20,000.00 (or as required by law) only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency: the Library Director of the Dunlap Public Library District may spend \$5,000.00 in addition to \$5,000.00 with the approval of any two library board officers so long as the amount does not exceed the threshold requiring a formal bidding process. Emergency purchases should be reported at the next meeting of the board.

## Credit Cards

Bank credit cards may be established in the name of the Dunlap Public Library District. The specific name of an individual will appear on assigned cards, and spending limits established. All monthly bank statements and correspondence will be sent to the Library.

Bank credit cards may be issued to:

1. The Library Director, with a credit limit of \$5,000.
2. Board-approved authorized staff members, with a credit limit of \$3,000 each.

Credit cards will be used primarily for pre-payment of library or programming materials, when required by a vendor, and for expenses related to travel and continuing education. Single purchases exceeding \$400 require written pre-approval from the Library Director. Bank credit cards may not be used for personal purchases or expenses, or for cash advances. The bank card does not replace requisitions and purchase orders.

## Internal Control and Oversight

1. Review of all library issued credit card transactions shall be the responsibility of the Library Director and Treasurer of the Board to ensure that all credit card transactions are for goods and services authorized under an operating budget adopted by the Dunlap Public Library District Board of Trustees. Any misuse or unauthorized use of library issued credit cards or failure to comply with credit card policy will be immediately reported to the library director and the Treasurer of the Board.
2. Each library employee who is responsible for a library credit card shall submit receipts detailing the goods and services purchased.
3. An employee who has custody of a library credit card is responsible for its proper use in compliance with this policy. Employees shall immediately notify the Library Director if the credit card is lost or stolen, and shall return the credit card to the Library Director upon termination of employment with the library, or if requested to do so at any time by the Library Director.

4. Any library employee using a library credit card in violation of this policy shall be subject to disciplinary action, including but not limited to loss of card privileges, suspension or termination of employment, as may be appropriate in each case.