

OAK LAWN PUBLIC LIBRARY
BOARD POLICY
LIBRARY CREDIT CARDS

The Oak Lawn Public Library Board of Trustees authorizes the Director and staff designated by the Director to use Library credit cards for work purchases.

All Library credit cards are to be kept in the safe located in the Business Office until needed. Cards must be signed in and out in the presence of Business Office staff.

Documentation or signed expense reports and receipts, when applicable, must be submitted to the Business Manager in a timely manner.

Credit card statements will be available at regular Board meetings.

Adopted: 2/21/1989

Revised: 2/18/2014, 2/21/2017, 2/21/2023