

**FORT SASKATCHEWAN PUBLIC LIBRARY**

**POLICY**

**SUBJECT: CORPORATE CREDIT CARD**

REFERENCE #: 00/05

DATE APPROVED: December 13, 2000

REVISED: December 21, 2001.

The Library Director and/or one person designated by the Director shall be responsible for security and use of a corporate credit card for the Fort Saskatchewan Public Library.

The intent is to use a corporate credit card in situations where payment for Fort Saskatchewan Public Library purchases through vendor invoicing or purchase orders is not possible. Library staff should not then have to use personal credit cards to make purchases on behalf of the Library.

The credit limit on these cards shall not exceed \$4,000.00.

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M. (Robin) Wilkinson  
Board Chair