

**Northville District Library**  
**Policy on**  
**Purchase Cards**

The Northville District Library Board of Trustees authorizes the use of a Purchase Card arrangement for the payment of goods and/or services solely for the official business of the Library. The Board of Trustees is designated as the Library's official body responsible for the issuance of the Purchase Cards.

The internal controls, monitoring, accounting and payment of the Purchase Card charges shall be the same as those in place for non-Purchase Card payment of goods and/or services.

**Approved by the Board of Trustees September 23, 2004**  
**Revised by the Board of Trustees November 17, 2011**  
**Revised by the Board of Trustees November 16, 2017**