

**Northville District Library
Policy on
Credit Cards**

The Northville District Library Board of Trustees authorizes the use of a credit card for the payment of goods and/or services solely for the official business of the Library. The Board of Trustees designates the Library Director to be the official responsible for the issuance of the credit cards.

The internal controls, monitoring, accounting and payment of the credit card charges shall be the same as those in place for non-credit 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
Revised by the Board of Trustee August 25, 2022