

Under the direction of the Lenox Library Board of Trustees, the Library Director shall have authority to purchase products or services to provide the best and most efficient public library services possible.

The Library Director is the only staff member authorized to use the Credit Card. Any and all charges incurred and are charged to the credit card must be business related and not personal in nature. The statements will be paid in a timely manner to avoid any interest, carrying charges or penalties due to late payments. Claims filed in connection with the use of the credit card, must be itemized with original receipts attached before being approved and paid.

The credit card use is reserved for non-routine purchases with an individual purchase limit of \$250 and a monthly limit of \$500. All credit purchases over \$100 must be pre-approved by the Library Board of Trustees, and must not exceed the expense line of the budget.