

Purpose: The Medicine Hat Library Board recognizes the benefits of a credit card to facilitate efficient handling of cash receipts.

1. The credit card is the property of the Medicine Hat Public Library and will be issued under the name of the Chief Librarian.
2. To accommodate Financial Institution rules on Credit Card usage and at the discretion of the Chief Librarian, the Office Manager and /or any of the Department Heads can be added to the account as authorized users and credit cards will be issued in the personal names.
3. The primary purpose of the credit card is to:
 - 3.1. secure accommodation, travel and registration for conference and workshop attendance of Medicine Hat Public Library Board and staff
 - 3.2. secure accommodation and travel for program presenters
 - 3.3. cover meals for program presenters and other incidental program costs
 - 3.4. purchase library materials and equipment
 - 3.5. cover meals for library visitors

All card holders are responsible for the custody of the card and all transactions made by the card.

4. Receipts for total card debit must be presented to the Office Manager as soon as possible following the purchase and prior to the card payment date.
5. Under no circumstances are personal purchases permitted on the credit card.