



**OWWL
LIBRARY
SYSTEM**

CREDIT CARD, STORE, AND GAS CHARGE ACCOUNT POLICY

The OWWL Library System provides for restricted use a VISA credit card, store charge accounts, and gas-only credit cards pursuant to the OWWL Library System's Procurement Policy to facilitate the daily operations of the Library System. All purchases must be for OWWL Library System use and benefit only. Neither the credit card nor any other store or gas card may be used for the purchase of personal items, alcohol or recreational substances, or tobacco products.

In the event payment cannot be accommodated by invoice, the VISA card may be used with prior approval from the Finance Director. The VISA Credit card is used primarily for staff when traveling for hotel, food, and transportation, etc.

*Amended: April 13, 2022; September 9, 2020
Adopted: May 13, 2015*