
Board Policy



Use of Credit Card Accounts

It shall be the policy of the Board of Trustees of the Pierce County Library System that bank issued credit cards may be utilized, in accordance with R.C.W. 39.58 and R.C.W. 42.24.115, for the purpose of transaction business in an efficient, effective and timely manner for the Library System and vendors serving the System.

The Library Director is authorized to direct the establishment of credit card accounts and to designate users/signers for such cards and accounts.

The Board of Trustees further authorizes the Library Director to develop and implement guidelines, procedures and regulations for the use of such credit cards and credit card accounts by the designated personnel. These guidelines, procedures and regulations shall comply with state law, cited above, and shall follow the established requisition, acquisition and purchasing policies of the Library System. Usage shall reflect limited scope and clear, tight controls.

Board Policy 4.8

**Adopted by the Pierce County Rural Library District Board of Trustees, February 19, 1986.
Revised June 18, 1998.**