

# AMERICAN LIBRARY ASSOCIATION

## Corporate Credit Card Policy and Procedure

### 1. Purpose

1.1. To provide a clear and concise policy and procedure for the use of corporate credit cards.

### 2. Scope

2.1. This policy applies to all employees of the American Library Association who are provided with a corporate credit card.

### 4. Policy

4.1. Corporate credit cards shall be used only for official business purposes.

4.2. Corporate credit cards shall not be used for personal expenses.

4.3.

### 5. Documentation of credit card purchases

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7.2

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### 7. Payment and Reconciliation

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7.2 ... a ...

### 8. Security and Safeguarding

8.1 ... a ...

8.2 ... , D , d b 6 b

### 9. Misuse and Disciplinary Actions

9.1 ...

9.2 ...

9.3 ...

### 10. Review and Amendments

10.1