

## **2.8 Purchasing Card Policy**

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The Purchasing Card Policies and Procedures Manual establishes minimum standards for use of the Poudre River Public Library District Purchasing Card. In order to participate in the use of a purchasing card the employee is required to sign the Purchasing Cardholder Agreement.

Authority to participate in the Purchasing Card Program may be revoked at the discretion of the Executive Director.

ADOPTED: May 10, 2010

## **2.9 Banking Policy**

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The Board of Trustees approves all bank accounts to be opened and/or closed by resolution. The Finance Officer is the only District employee authorized to open or close a bank account.

ADOPTED: May 10, 2010

## **2.10 Whistleblower Policy**

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It is the policy of the Poudre River Public Library District to encourage high standards of ethical conduct and behavior in all areas of operations. The District is committed to compliance with the laws, regulations and guidelines which strengthen and promote ethical practices and ethical treatment of employees and members of the community which we serve. When any breach of ethical or legal conduct is observed by a member of the staff or the community, involving activities undertaken by those representing the District, it shall reported to management. When an employee is not comfortable reporting incidents to a direct supervisor, then he or she may report to the Executive Director. The District encourages the reporting of factual information based on unethical, dishonest or fraudulent conduct, and prohibits any retaliatory or other punitive actions against the person(s) who report the alleged conduct. Every effort is made to maintain the confidentiality of any person(s) reporting unethical conduct, as well as the confidentiality of the person(s) accused of such conduct. There may, however, be occasions when strict confidentiality cannot be guaranteed. The District investigates any allegations of fraudulent or dishonest use or misuse of District resources or property.