

## **POLICY AND PROCEDURE FOR PURCHASING**

The purchasing objective of the Board shall be to provide services, materials and supplies which offer personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of the library. The Library Director shall serve as the purchasing agent for the organization and sign all purchase orders before ordering.

### **I. PROCEDURE/IMPLEMENTATION:**

#### **GENERAL GUIDELINES**

1. Competitive buying procedures will be utilized whenever possible.
2. In awarding purchases or contracts for services, the Library Director shall consider the following:
  - (a.) Price.
  - (b.) Quality of product
  - (c.) Service
  - (d.) Suitability of product
  - (e.) Conformance to specifications
  - (f.) Past performance
  - (g.) Vendor reliability and
  - (h.) Vendor proximity
3. The Board directs that all purchases from all funds under its control and responsibility be made after proper written documentation is secured to support such purchases, excluding purchases of a minor or emergency nature.
4. Vendor competition in purchasing shall be practiced whenever possible. Purchasing shall not be based upon political or personal influence of the vendor upon any Board member or any personnel of the library.
5. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds be available in said accounts, or line item transfer approval given by Board approval.
6. The Library Director shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services.
7. The lowest reasonable bidder submitted **ing** a competitive price quotation or bid ordinarily shall be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is not in the best interest of the library.

#### **NON-NEGOTIATED PURCHASES**

Non-negotiated purchase can be made when there is only one supply source, provided the amount does not exceed bidding requirement limitations.

**INFORMAL QUOTATIONS**

Informal quotations (verbal information of price on equal products of services), secured in person or by telephone, may be used in obtaining routine supplies used by the library.

**COMPETITIVE BIDS**

No purchase shall be made for goods or services costing more than ~~\$1,000.00~~ **\$5,000.00** unless competitive bids are obtained and the Board approves the purchase.

**EMERGENCY PURCHASES**

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the library patrons or employees.

**PURCHASING RULES AND REGULATIONS**

The Library Director shall implement this policy, including requisition and approval procedures, verification of purchases and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

**II. PURCHASING REGULATIONS**

**AUTHORIZED TO PURCHASE**

1. It is the responsibility of the Library Director to administer the purchasing system for the Board. In doing so, the Director must negotiate and approve vendor contracts, consolidate purchases of like or common products and analyze supplies, services and equipment prices.
2. It is the responsibility of the Library Director to approve purchases and contracts up to the amounts established in the approved budget or other amounts approved by the Board.

**ADMINISTRATIVE GUIDELINES FOR PURCHASING**

1. All purchases must be on a requisition form. The requisition form must be signed by the Director, turned over to the Bookkeeper for his/her signature and entered into the accounting record. The Board will not honor purchases made without a requisition form.
2. All approved requisitions will be submitted for ordering after obtaining the two signatures.

Approved by the Branch District Library Board 4/16/01

Board approval: \_\_\_\_\_ Date: \_\_\_\_\_