

PURCHASING POLICY

The Library Director shall serve as the purchasing agent for the library. The Library Director may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Library Director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code (The Code) and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries (The Manual).

Supplies, equipment, goods, materials

This section shall pertain to the purchase of supplies, equipment, goods, and materials. It does not pertain to library materials; books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials are exempt from the restrictions imposed by IC 36-1-9. While staff members responsible for purchasing library materials are not encumbered by a quote or bid process, the Library Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$25,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of \$10,000 must be approved in advance by the Library Board, except when an emergency exists.

Purchases in excess of \$200 by a delegated staff person must be approved by the Library Director in advance.

The variety of exceptions, preferences, and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases between \$25,000 and \$75,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the good sought to be purchased.

- 1) An invitation to quote shall be issued by the Library Director, allowing at least seven days before quotes are due to the library.
- 2) The director shall present responsive quotes to the Library Board for its review and decision.

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- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$25,000.
- 4) Information contained in The Code and The Manual add further direction to this section.
- 5) The variety of exceptions, preferences, and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases \$75,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. IC 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

As the Library Board or the Library Director determines, services may be purchased as needed without quotes or bids.