**NEED FOR THIS POLICY**

This policy is needed to assure the ethical, prudent and economical use of public monies in the acquisition of goods and services for the Red Creek Free Library (RCFL).

1. **General**
   1. Only the Director of the RCFL, or a Trustee of the RCFL with Board of Trustee approval, or other agents designated in writing by them may commit the RCFL for purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the approval of the Board of Trustees.
   2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by the director.
   3. It is the responsibility of the Board to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Director or designee shall have the final authority on all purchase decisions under $1,000 except as noted below.
   4. All purchases will have a budgetary appropriation. All budgetary transfers must be pre-approved by the Board of Trustees.
   5. The Treasurer shall have the authority to pay all claims made for purchase and report such activity to the Board of Trustees on a monthly basis.
2. **Purchasing Procedure**
   1. The Board of Trustees, in consultation with the Library Director, shall be responsible for establishing and updating procedures for the proper and cost-effective documentation of purchases.
   2. The Library Director has purchasing authority for budgeted collection expenditures.
   3. The Library Director, an officer of the Board, or their designated purchasing agent may purchase goods that value $200 or less. Proper documentation to support the expenditure must be sent to the Treasurer prior to receipt of a vendor invoice or monthly statement. This documentation includes:
      1. Original itemized order indicating the amount ordered, the vendor, and the itemized description of the purchase.
      2. Receiving document, such as a shipper packing list, initialed by the person receiving the goods on behalf of the library, and so indicating receipt or exceptions.
   4. The Library Director, an officer of the Board, or their designated purchasing agent may purchase goods that value greater than $200 only with prior Board approval. Written competitive quotes are suggested for expenditures over $200, and required for expenditures over $20,000. Public Notice is required for expenditures over $35,000. Exceptions to bidding requirements are detailed in 2.5 below. Documentation for the competitive purchasing cycle is to include:
      1. Quote comparison and Board approval of the selected vendor. Any contract awarded to other than the lowest responsible dollar offeror shall require justification and documentation, setting forth the reasons.
      2. Contract document or vendor agreement if applicable.
      3. Original itemized order indicating the amount ordered, the vendor, and the itemized description of the purchase.
      4. Receiving document, such as a shipper packing list, initialed by the person receiving the goods on behalf of the library, and so indicating receipt or exceptions.
   5. Items not subject to bid include:
      1. Professional services which involve specialized expertise, use of professional judgment, and/or a high degree of creativity, such as
         1. Attorney
         2. Architect
         3. Accountant
         4. Engineer
         5. Land Surveyor
      2. Emergencies arising from
         1. An accident or another unforeseen occurrence
         2. A situation in which public buildings, property, or residents are at risk
      3. Immediate action is required that cannot await competitive bidding
      4. A single sourcing is justified and approved by the Board.