

Loutit District Library

Purchasing Policy

It is the policy of the Loutit District Library to purchase materials and services that are in the best interest of the Library. The Library will attempt to purchase materials and services from businesses located within the District Library boundaries when the costs of these materials and services are comparable with businesses not located within the District Library boundaries.

Objective

- a. The objective of this policy is to provide Library staff with guidance for the purchase of materials and services made on behalf of the Library.

General Purchases less than \$1,000

- a. Purchases less than \$1,000 and within the scope of the current fiscal year budget may be made by department heads and/or the Business Manager.
- b. Anything outside of the scope of the current fiscal year budget shall be approved by the Library Director and/or the Loutit District Library Board of Trustees.
- c. The Library Director retains the ability to reduce department head's purchasing authority from the \$1,000.00 maximum, lowering the requirement for a purchase order at his/her discretion.

Purchases \$1,000 - \$5,000

- a. All purchases over \$1,000.00, less than \$5,000 and within the scope of the current fiscal year shall be approved by the Library Director or his/her designee in writing on a library purchase order form, prior to the purchase of the item if possible.

Purchases over \$5,000

- a. No purchase in an amount exceeding \$5,000 shall be made without the approval of the Loutit District Library Board of Trustees.
- b. If possible, the library director shall obtain two or more written quotes for the item or service.
- c. In accepting quotes, the Board may give preference to local vendors over non-local vendors.

Definitions

- a. A purchase is considered a single item or service.
- b. Acquisition of multiple items on a single purchase order does not invoke additional policy requirements unless any single item cost or total service cost is above the policy minimum.
- c. Local vendor shall mean a business located within the boundaries of the Loutit District Library service area or nearby municipalities.

The Purchasing Policy previously adopted on November 14, 2000 is hereby repealed.

Adopted by the Loutit District Library Board of Trustees on January 12, 2010.

Mary Jane Belter, Secretary