

## 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 in accordance with the District Library Establishment Act, 1989 PA 24 and Michigan law. 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.

### **Purchases Over \$5,000**

All purchases of goods or services over \$5,000, or any non-routine purchases without appropriation in the current budget, shall be submitted to the Library Board for approval prior to purchase, except as required under Section III, Emergency Purchases; Section IV, Specifically Authorized Purchases or Section V, Re-occurring Routine Purchases. The purchase request shall outline the need and provide justification for the particular goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing. The Library Board may require a budget amendment before approval of the purchase.

### **Purchases Under \$5,000**

Any purchases of goods or services \$5,000 or under, when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, may be completed after submittal to the Library Director, with documentation being provided to the Library Board within a forty-five (45) day period.

### **Emergency Purchases**

In an emergency endangering the public peace, health, safety or property of the library, the Library Director or his or her designee may purchase supplies, materials, equipment or services which are deemed immediately necessary to respond to and alleviate the emergency. A full report shall be filed by the Library Director with the Library Board within a thirty (30) day period of such action.

### **Conflict of Interest**

No employee or Board member shall participate in any purchase or procurement when such participation is considered a conflict of interest under Michigan law. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with legal counsel and/or the Board shall determine whether the employee or Board member should participate.

### **Quotes.**

Purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any such purchase shall be based on at least three competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the library.

Adopted: November 14, 2000

Revised: January 12, 2010

Revised: December 4, 2018