



Purchasing Policy

The library director shall serve as the "purchasing agent" for the library. She 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 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," which are exempt by statute from the restrictions imposed by I.C. 5-22, made exempt by I.C. 36-12-3-16, to wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$50,000

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

Single purchases in excess of \$2,000 must be approved in advance by the Board, except when an emergency exists.

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

The variety of exception, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Purchases between \$50,000 and \$150,000

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

1. An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due to the library.
2. The director shall present responsive quotes to the Board for its review and decision.
3. If no responsive quotes are received, the library may select a vendor, as though it were a purchase under \$50,000.
4. Information contained in The Code and in The Manual adds further direction to this section.
5. The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases \$150,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code 5-22 and the guidelines contained in The State Board of Accounts' *Accounting & Uniform Compliance Guidelines Manual for Libraries* (Chapter 10) will be the source of authority in this procedure.

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000 shall be approved by the Board with the exception of the maintenance agreement with Sirsi/Dynix, which was approved in the original contract and is updated annually.

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

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the board and shall follow all applicable state laws.

Construction

All construction, alteration or renovation on library owned or leased property with a value in excess of \$50,000 shall be governed by the 'public works law' at Indiana Code 36-1-12 and the *Accounting & Uniform Compliance Guidelines Manual for Libraries* (Chapter 11).