



## **Purchase Policy**

### **Town of Collins Public Library**

*The Town of Collins Public Library establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.*

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.

#### **1. Authority, Responsibility and Accountability**

Only the Library Director, or another agent designated by the Board of Trustees, is responsible for purchases made on behalf of the Library. The Library Director may delegate purchases to staff members only within predetermined budgetary limits consistent with the library's operating budget and subject to the Director's oversight.

For all purchase decisions, the Library Director or another agent designated by the Board of Trustees shall have the final authority, and will be accountable to the Board of Trustees.

Consistent with the guidelines established by the Board of Trustees, the Library Director shall be responsible for establishing procedures for the proper and cost-effective documentation, approval and execution of payment for all purchases, invoices, and pre-payments.

#### **2. Library Materials**

Where possible, books, magazines, audiovisual (AV), and other such materials intended for patron use and using private funds will be purchased from vendors offering the best price and accepting the Library's tax-exempt status.

#### **3. Contracts**

The Library Director shall obtain the prior written approval of the Treasurer for any contract obligating the library to expenditures for goods or services to be provided more than twelve months after the date of the contract.

#### **4. Purchase Amounts**

The following schedule is related to capital or one-time purchases on non-library materials. For further information on amounts and processes, please refer to the Procurement Policy.

#### **5. Insufficient Appropriations**

Purchases for items for which insufficient funds have been appropriated—in operating budget lines or by some other means approved by the Board of Trustees—shall require approval of the Treasurer.

Any transfer of funds outside the limits established by the Board shall require prior approval by the Board of Trustees. The Board shall establish this limit as \$500. All transfers of funds shall be reported to the Treasurer on a monthly basis.

## **6. Purchasing Instruments**

Prior to payment from library funds, all purchases shall be approved in writing by the Library Director. Upon receipt of the invoices, they will be reviewed for accuracy by the director. The invoice will be verified by the staff member who initiated the purchase, and any additional receipts or back up paperwork will be attached. The Director will also initial and mark the date received. A copy of any necessary information will be made and retained by the Director. Any invoices or information useful to Maintenance or another staff member will be copied and filed for their reference as well.

A Board Member who has been designated a Claims Auditor will examine the Payment Voucher and original receipts, date and sign that they were examined and approved.

The Library will make all due haste to get an invoice paid in a timely manner to avoid interest and/or late charges. All invoices will be brought to the treasurer for timely payment. The Treasurer will initial the invoice, and write the check. The check may either be sent by the Treasurer or brought to the Library to be given to the vendor. The invoice will be retained by the treasurer for reference through the end of the year. At year's end, the invoices will be stored with the rest of the year's documents and the ledger.

Formal consent from the Board of Trustees is required for any payment instrument (such as a debit card, buyer's account, or PayPal account) that draws on the library's funds without the prior approval of the signatories to the library's bank account over \$1,000. Such consent will be granted only in exceptional cases and documented in Board minutes. All purchases, regardless of amount, made under such accounts will be reviewed by the Library Director and Treasurer.

## **7. Emergencies**

In the event of an emergency requiring expense of more than ~~\$3,000.00~~ \$5,000.00 to secure the immediate safety of the staff, public, or major library assets, the Library Director will: if possible, obtain three verbal quotes; and inform the Treasurer and the President in writing of the quotes obtained.

*Adopted by the Board of Trustees 12/15/2016.*

*Amended 4/4/2019. For review 12/3/2020.*