

Sample chart of policies and procedures for purchases. Your library's policy should be developed based on the needs of their local situation.

Purchases	Verbal Quotes			Written Quotes		RFP	Other
	0	2	3	2	3		
Purchase Contracts below \$10,000							
Under \$100	X						
\$100-\$499		X					
\$500-\$999			X				
\$1,000-\$4,900				X			
\$5,000-\$9,999					X		
Contracts for Public Works (labor) below \$20,000							
Under \$1,000	X						
\$1,000-\$4,900		X					
\$5,000-\$9,999				X			
\$10,000-\$19,000					X		
Emergencies							a.
Insurance							a.
Professional Services						X	
True Leases					X		
Sole Source (i.e. patented or monopoly item)							a.

a. The methods of solicitations for these types of purchases may vary depending on the circumstances encountered. The policies and procedures should ensure that the procurement and method of seeking competition is in the best interest of the library.