

## Purchasing

The Poughkeepsie Public Library District establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

### General

1. Only the Executive Director, or another agent designated by the Board of Trustees, may commit the Library District for purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchase order.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library District in a satisfactory manner, as determined by department heads and recommended to the Executive Director.
3. It is the responsibility of each department head to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Executive Director or designee shall have the final authority on all purchase decisions.

### Bids

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. Library Materials: Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations. Department heads and all involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Library District may take advantage.

<b>Purchase Amount</b>	<b>Policy</b>
Up to \$1,000	Discretion of the Executive Director
\$1,000 - \$2,999	Minimum of three documented telephone quotes (attached to purchase order)
\$3,000 - \$4,999	Minimum of three written quotes (attached to the purchase order)
Over \$5,000	Formal bid process approved by the Board of Trustees (attached to the purchase order)

3. Ongoing Expenditures: The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

<b>Purchases</b>	<b>Public Works</b>	<b>Policy</b>
Up to \$2,000	Up to \$2,000	Discretion of the Executive Director
\$2,001 - \$5,000	\$2,001 - \$5,000	Minimum of three documented verbal quotes or a documented reasonable alternative approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees (attached to purchase order)
\$5,001 - \$9,999	\$5,001 - \$9,999	Minimum of three written quotes or a reasonable documented alternative approved by the Finance Committee prior to the purchase and reported to the Board of Trustees (attached to purchase order)
\$10,000 or more	\$10,000 or more	Formal bid process approved by the Board of Trustees (attached to the purchase order)

4. The Library District will comply with all New York State requirements for public works projects.

#### Purchase Orders

The Executive Director shall be responsible for establishing procedures for the proper and cost-effective preparation and execution of purchase orders.

#### Insufficient Appropriations

There shall be no purchases for items where there is no appropriation. The Executive Director shall have the authority to transfer funds within defined budget lines. The need to transfer funds outside the limits established by the Board shall require prior approval by the Board of Trustees. All transfers shall be reported to the Finance Committee on a quarterly basis.

#### Claims

All invoices and pre-payments shall be paid in accordance with guidelines established by the Board of Trustees. The Executive Director shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.