

# Jay County Public Library

## Purchasing Policy

Reviewed August 29, 2022

Adopted September 12, 2022

### In General

1. The library director shall serve as the 'purchasing agent' for the library, may delegate authority to other staff members but bears the ultimate responsibility for purchases made.
2. 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. Purchases using the library's credit card shall be authorized only by the director.
3. 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. 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

1. Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.
2. Single purchases in excess of \$3,000.00 must be approved in advance by the Board, except when an emergency exists.
3. Purchases in excess of \$500.00 by a delegated staff person must be approved by the Director in advance.
4. The variety of exceptions, 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**

1. Purchases of this amount require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.
2. An invitation to quote is issued by the Director, allowing at least seven days before quotes are due to the library.
3. The director presents responsive quotes to the Board for its review and decision.
4. If no responsive quotes are received, the library Board may select a vendor.
5. Information contained in The Code and The Manual add further direction to this section.
6. The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$150,000 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 and the guidelines contained in The Manual will be the source of authority in this procedure.

### **Services**

1. Annual maintenance contracts will comply with all federal and state regulations.
2. Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$3,000 will be approved by the Board at the time of the new contract.
3. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.
4. The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$150,000 shall 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 will follow all applicable state laws.

### **Construction**

All construction, alteration or renovation on library owned or leased property shall be governed by the 'public works law' in the Indiana Code.