

## Purchasing and Procurement Policy Scio Memorial Library

Purpose: to establish an efficient process for supplying the Scio Memorial Library with all goods and services necessary to carry out its plan of service in a fiscally responsible and verifiable manner.

A budget approved before each calendar year is intended to be the framework for purchases and expenditures which will carry out the mission of the Scio Memorial Library. Adjustments when feasible will be made by board action.

A credit card will allow items (for which there is a balance in approved budget categories) to be ordered by the library director, treasurer or board president. The board or a designated representative of the board will verify receipt of items, and credit card charges and other bills will be approved by the board prior to payment.

Signed vouchers, invoices or statements will be required for all payments unless prior board approval has been obtained. All expenditures in excess of \$200 must receive prior board approval. Vouchers must be specific enough for the goods or services to be categorized according to the annual report required by New York State.

Bulk purchases will be made whenever possible so that no charges under \$10 will be incurred. Monthly bills for utilities such as electricity, gas, and telecommunication charges may be paid by automatic deduction.

Whenever feasible, three estimates will be obtained for the purchases of goods and services. Circumstances under which a purchase might not be made from the lowest bidder may include, but are not limited to: (1) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library; (2) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; and (4) vendor's after purchase support services are deemed inadequate.

The treasurer and/or bookkeeper will present the board with a detailed monthly summary showing all monies received, payments made and bills that have been presented. The board will review these reports and approve payment as deemed appropriate.

Status reports of the year-to-date budget balances will guide the board in making adjustments to the budget during the year.

Approved: June 6<sup>th</sup>, 2019