

Purchasing Policies of the Wallkill Public Library
Adopted by the Board of Trustees
July 6, 2015

The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Wallkill Public Library (WPL) in a satisfactory manner.

1. Authority, Responsibility and Accountability

Only the Library Director, or other agent designated by the Board of Trustees, is responsible for purchases made on behalf of the WPL. 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. All purchases must be in accordance with the Finance Policy approved by the Wallkill Public Library Board of Trustees and in accordance with the amounts specified in Section 4 'Purchase Amounts'.

For all purchase decisions, the Library Director, or other agent designated by the Board of Trustees, will be accountable to the Board of Trustees. The Board of Trustees has the final authority to approve or reject any purchase.

The Library Director shall work with the Bookkeeper to ensure that pre-approval and execution of payment for all purchases, invoices, and pre-payments are consistent with the Finance Policy as approved by the Board of Trustees.

2. Library Materials

Given a best faith effort, and where possible, books, magazines, audiovisual, and other such materials intended for patron use will be purchased at the lowest possible cost.

3. Contracts

The Library Director shall obtain approval from the Board of Trustees for any contract which obligates the WPL longer than 1 year.

4. Purchase Amounts

The following schedule is to be used for purchases of supplies, commodities, or equipment for which prices are defined and the budget allows. These amounts are

- Up to \$2500 – Discretion of the Library Director
- Over \$2500 – Written quotes from at least 3 separate vendors and approval by WPL Board of Trustees

In the event that circumstances do not allow for this schedule to be followed (i.e. single source for material or work), the best course of action will be documented for the file.

5. Purchasing Documentation

Prior to payment from WPL funds, all purchases shall be approved in writing by the Library Director via '*Expense Pre-approval Form*'. This approval, along with other backup documentation such as invoice, packing slip, etc., shall be attached to the check for review by Finance Committee. This paperwork shall be filed and stored per the WPL Records Retention Policy.

6. Emergencies

In the event of an emergency requiring expense of more than \$2500 to secure the immediate safety of the staff, public, or major WPL assets, the Library Director will, if possible:

- Obtain three verbal quotes, and
- Inform the Fiscal Office and the President in writing of these quotes

7. Unintentional Failure to Comply

The unintentional failure to comply with the guidelines stated in this policy shall not be grounds to void action taken or give rise to a cause of action against the WPL or any officer or employee thereof.