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Purchasing Policy

Regular Operating Expenses

The Library Director may commit funds for all normal operating expenses including such items as salaries, books, maintenance supplies, telephone, etc. subject to the budget limits set by the approved budget. All payments will be submitted to the Library Board of Trustees for approval at the monthly meeting.

Capital Expenses

The Library Director may commit funds for all capital expenditures subject to the limit of \$25,000.00. For commitments over \$25,000.00, the Library Director must obtain Board approval before a commitment is made and must obtain at least two bids for Board consideration. (See Information for Bidders, Proposal, Sample Specifications and Sample Notice to Bidders, which follow.)

If there is any question as to whether or not an item is classified as an operating expense or a capital expenditure, the rules for capital expenditures will apply.

Approved 09/10/1985

Revised 02/26/1997

04/24/2024