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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.

General Purchase Authority
Unplanned purchase of products or services on behalf of the library must first receive written approval of the appropriate Supervisor or Library Director in accordance with the following guidelines:

Dollar Limit	*Required Approval*
Up to $500	Department Head (or another employee authorized by the Director)
$500.01 - $24,999.99	Library Director
$25,000 and above	Library Board of Trustees

Joint Purchasing
The purchase of items available through an approved joint-purchasing agreement may be made without obtaining quotes or bids or prior approval of the Library Board of Trustees.

The purchase of the item must be included in the currently approved annual budget.

Emergency Purchases
In case of an emergency, the Library Director, or designee, may authorize a vendor to perform work necessary to resolve the emergency without public advertisement. Documentation of the emergency and the need for immediate action will be presented to the Library Board where the costs exceed $25,000.00.

Invoices and Payments

- The Library Director will review and approve all invoices before payment is issued.
- The Library Director, Board President, Board Vice President, and Board Treasurer are authorized signatories on the checking accounts.
- Two signatures are required on all bank checks. Signature stamps for the Board members may be used for this purpose if provided by these officers.
- Every effort will be made to pay bills before they are due to avoid late payment fees and to comply with the Illinois Local Government Prompt Payment Act.

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