

## Purchasing

### **Purpose:**

This policy sets forth procedures for Library purchases of supplies, equipment and services.

### **Procedure:**

- Purchases of items less than \$500 may be made by the Library Director or with the Library Director's prior approval.
- Purchases of \$500 to \$1,000 can be made by the Library Director following notification and approval by the President of the Board of Trustees. Competing quotes should be obtained when possible.
- Purchases in excess of \$1,000 must be approved by the Board of Trustees. Competing quotes should be obtained when possible.

### **Emergency Purchase:**

In the case of an emergency, purchases in excess of \$1,000 can be made with approval by the Library Director and President of the Board of Trustees. Notification of such purchases should be made to all trustees.