

## **Purchasing Policy**

### **Purpose:**

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

### **Procedure:**

- Purchases of items less than \$1,000 may be made by the Library Director or with the Library Director's prior approval.
- Purchases of \$1,000 to \$1,500 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 \$1,500 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 \$1,500 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.

### **History:**

Reviewed and adopted by the Board of Trustees on March 15, 2021

Reviewed, updated, and readopted by the Board of Trustees on March 16, 2026

