Parchment Community Library
PURCHASING POLICY

This policy addresses the general purchasing procedure of the library.

1. The Director of the Parchment Community Library shall act as Purchasing Agent. Purchasing activity may be delegated at the Purchasing Agent's discretion.

2. Purchases of supplies, materials, and equipment costing $2,000.00 or less may be made without a bidding process.

3. Routine and budgeted purchases of books, supplies, equipment, subscriptions, insurance, and services in excess of $2,000.00 may be made from established suppliers with whom the Parchment Community Library has an ongoing relationship without competitive bidding subject to the following guidelines:

    a. The established supplier has undergone an initial evaluation with respect to cost, service, and fiscal stability.

    b. The supplier's performance shall be reviewed periodically, at least every three years.

4. Purchases of non-budgeted supplies, materials, equipment, services, and construction projects or contracts expected to cost in excess of $2,000.00 shall require the Purchasing Agent to solicit bids from at least two qualified bidders.

5. The Board of Trustees, by a majority vote, may direct the Purchasing Agent to make purchases in excess of $2,000.00 without soliciting bids.

6. Purchase of non-budgeted items of $2,000.00 or less may be made by the Purchasing Agent without prior Board approval. The Purchasing Agent shall bring related budget adjustment requests to the next Board meeting for formal Board approval.

7. Checks in excess of $2000 shall be co-signed by a Board officer.

Approved: September 13, 1994
Revised: December 20, 2005, December 15, 2009, May 28, 2013, July 26, 2022
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