

## Purchasing Policy

The Eastern Shore Public Library establishes this purchasing policy in order to comply with generally-accepted auditing standards and cost containment.

The "Purchasing Agent" of the Eastern Shore Public Library is the Director of Administration.

If the purchasing agent expects the purchase to be less than \$10,000, a small purchase, the purchase may be made without soliciting bids or proposals. In making purchases of less than \$10,000 the following guidelines shall be followed:

1. The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable.
2. Purchases will not be artificially divided so as to constitute a "small purchase."

The Director of Administration is authorized to establish charge accounts with businesses from which the Library will make purchases on a continuing basis. The Director of Administration may assign other employees responsibility for purchasing supplies needed for specific library programming or purposes.

Purchases of books, magazines, microfilms, audio books and all other forms of library and audiovisual materials are exempt from the restrictions of this policy.

The Director of Administration is authorized to establish a petty cash fund for incidental purchases. Library employees who make purchases greater than \$10.00 must have prior approval from the Director of Administration.

If the purchasing agent expects the purchase to be more than \$10,000, but less than \$30,000, the purchasing agent shall solicit quotes from three or more vendors known to provide the goods or services required and the Board of Trustees will approve the purchase before it is made.

All items costing over \$30,000 will be purchased following competitive bidding procedures unless another procedure is authorized by statute. The Eastern Shore Public Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

The Board of Trustees or the purchasing agent will purchase services on the basis of the provisions of the contract, cost, experience of the vendor, or any other factor deemed appropriate to the services being purchased.

Approved January 4, 2007