



Title: Public Purchasing	Policy Number: 230
Effective Date: July 27, 2015	Supersedes policy number or date: 7/19/2013
Review Date:	July 2018

- I. Purpose: The underlying purpose of this Public Purchasing Policy is to (1) manage the purchasing process in accordance with the law; (2) spend taxpayers' money wisely and fairly; (3) protect against fraud and favoritism; and, (4) meet the needs of Crown Point Community Library (CPCL) residents through continuous improvement of systems and procedures.
- II. Scope:
- III. Background: None
- IV. Definitions: None
- V. Policy:
 - a. Crown Point Community Library will adhere to the "Public Purchasing Law" (IC5-22) in every expenditure of public funds, unless such purchases are specifically exempted under IC5-22.
 - b. The Board of Trustees is designated as the Purchasing Agency for the Library. The Board is authorized to enter into contracts, and have all powers and duties authorized under IC5-22, as may be supplemented from time to time by Board resolution.
 - c. The Board of Trustees designates the Director of the Library as the Purchasing Agent for the Library in the administration of the duties of the Purchasing Agency.
 - d. The Board of Trustees authorizes the Director as Purchasing Agent to authorize designated staff to make purchases that are reasonably considered to be essential for routine maintenance and the smooth operation of the library. The Director may authorize employees in the following positions to make limited purchases: Business Manager and Department Heads. However, all purchases are subject to the Director's approval.

- e. As provided by law, the purchase of library materials (print, non-print, etc.) will be exempt from bidding or obtaining quotes, regardless of individual or aggregate cost. Staff will not be designated by the Purchasing Agent for the purchase of library materials.
- f. The Purchasing Agent is authorized by the Purchasing Agency to purchase supplies, equipment, goods, and materials in individual or aggregate amounts up to \$10,000. Any purchase exceeding \$10,000 requires the approval of the Purchasing Agency.
- g. Purchases between \$10,001 and \$49,999 require the approval of the Purchasing Agency and require a minimum of three (3) quotes from vendors known to sell the items desired to be purchased in their regular course of business, unless a lack of such vendors makes it impracticable or impossible to obtain 3 bids and except when the Purchasing Agent shall determine the criteria are met under IC5-22 for a special exception. The existence of special exceptions must be approved by the Purchasing Agency.
- h. Any items and / or contracts costing between \$50,000 and \$150,000 will be purchased only after inviting a minimum of three (3) quotes from vendors known to sell the items desired to be purchased in the regular course of business.
- i. The Purchasing Agency and the Purchasing Agent will adhere to the requirements of IC5-22 in bidding and awarding contracts for supplies, equipment, goods and materials in amounts more than \$150,000 – except when the Purchasing Agent shall determine the criteria are met under IC5-22 for a special exception. The existence of special exceptions must be approved by the Purchasing Agency.
- j. The Purchasing Agency and the Purchasing Agent shall purchase services after due consideration of relevant factors.
- k. The Purchasing Agent is authorized to contract for regular, ongoing services. The Purchasing Agency will consider, determine, and award contracts for special services.

- I. The library will maintain a petty cash fund of \$500 for small purchases. The funds will be in the safekeeping of the Business Manager who will record all payments and replenish the fund each month. All payments will be approved by the Purchasing Agent prior to disbursement.

- VI. Enforcement: The Crown Point Community Library has the right to set and enforce rules and regulations concerning the purchasing of supplies, materials, services, and contracts.

Approved by the Library Board of Trustees July 27, 2015

President, Library Board of Trustees

Date

Enacted: July 29, 2013
Revised: July 27, 2015