

## 28. GRIMES PUBLIC LIBRARY PURCHASING POLICY

This policy governs all purchases of goods, supplies, and services for the Grimes Public Library.

The Board of Trustees shall have exclusive and final authority and control over the expenditures of all portions of the municipal enterprise's fund allocated for library purposes by the Grimes City Council, and of all money available by gift, or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including fines and rental fees collected under the rules of the board.

It is the policy of the Grimes Public Library that all goods, supplies, and services purchased on behalf of the library shall be obtained at the lowest cost possible but consistent with the quality required to maintain efficient and effective operation of the library.

All items will have a purchase order.

Purchases with a value under \$250 – These purchases may be made by any library department head or employee authorized by the Department Director/Administrator. These purchases do not need prior approval so the purchase order can be completed after the purchase.

The Library Director is authorized to make purchases of normal recurring items such as library resources, supplies, materials, utilities, building maintenance, and other similar items without prior Board approval so long as these purchases are covered within budgeted amounts. If a purchase will exceed the amount budgeted for such expense line of the budget, the Library Director shall obtain Board approval prior to making the purchase.

Purchases with a value over \$5,000 – Any item and/or service with a value of greater than \$5,000 requires a purchase order and quotations or submitted bids from interested vendors prior to the purchase. Bids or quotations shall be in writing. Final approval will be given by the Library Board. The quotations or bids should be attached to the purchase order at the time the purchase order is submitted for review and approval.

All capital projects and public improvements shall be conducted according to state law and the City of Grimes's ordinances and procedures governing public bidding.

If an emergency situation arises, purchases can be made immediately if it is necessary to complete the work, project, or activity without the immediate presentation of a purchase order. After the completion of the work, project, or activity, a purchase order shall be submitted with an explanation of the circumstances which resulted in the emergency purchase.

Department Directors/Administrators are responsible for coding their Department's purchases. The Finance Administrator and/or Library Director reserve the right to

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change the coding if it is deemed necessary. If any coding is changed, Department Directors/Administrators will be notified of the change.

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