



Purchasing Policy

This Purchasing Policy applies to the purchase of goods and services from all funds administered by the Library and all other contractual arrangements involving financial obligations of the Library.

Purchase orders

- In order to establish control over all funds, purchase orders must be used for all purchases.

Authorization and Board of Trustees' Approval

- All non-emergency purchases and contractual arrangements subject to this Policy requiring expenditures in excess of \$20,000 must be approved by the Board of Trustees in advance of incurring the obligation. The Chief Executive Officer is authorized to approve all other purchases and financial obligations.

Change Orders

- Any change order subject to an agreed contract in an amount up to \$20,000, or multiple change orders to the same vendor dated within the same calendar month in the aggregate amount up to \$20,000 shall be approved by the Chief Executive Officer and reported to the Board of Trustees in the Chief Financial Officer's monthly report.
- Any change order that exceeds the limitations set forth above in this section of the Purchasing Policy requires the prior approval of the Board of Trustees.

Exemptions to the Policy

- Expenditures for payroll, employee fringe benefits, operational expenditures included in the approved budget, library materials and collections including databases, and professional contracted services are exempted from this policy.

Purchasing Authority

- Expenditures \$5,000 or less may be made with attention to seeking the lowest possible cost, consistent with the needs of the Library in regard to durability, performance, prior experience, delivery, compatibility and service capability.
- Expenditures more than \$5,000 and up to \$20,000 or for purchases exempted from this purchasing policy may be made in the open market without competitive bid requirements, but shall whenever possible, be based on at least three (3) documented competitive quotations obtained by direct mail, telephone, fax, online communication, vendor's price lists; or at the Chief Executive Officer's discretion other quotation information including but not limited to requests for proposals or interviews. These expenditures will be reported to the Board of Trustees in the Chief Financial Officer's monthly report.
- Any non-emergency expenditure or financial obligation in excess of \$20,000 shall require competitive bidding through a request for proposal process.
- If only a single vendor and/or territorial rights exist, a documented verification of the situation and the quotation shall be obtained for a sole source purchase, subject to this purchasing policy's approval and notification requirements.
- If no quotation or response to a request for proposal is received, the Chief Executive Officer shall have the discretion to authorize an expenditure, subject to this purchasing policy's approval and notification requirements.

Amount	Staff Action	Board Approval	Board Notification
Equal to or less than \$5,000	Seek lowest cost possible for goods/services that best meet the Library's needs	No	No
More than \$5,000 up to \$20,000	Obtain at least 3 documented competitive quotations or other vendor selection process	No	Yes
More than \$20,000	Issue request for proposal	Yes	N/A
Sole Source, more than \$5,000 up to \$20,000	Document sole source situation and quotation proposal	No	Yes
Sole Source, more than \$20,000	Document sole source situation and quotation proposal	Yes	N/A
Emergency, more than \$20,000	Waive competitive bid/quotation	Yes, at next board meeting	N/A

Right to Reject

- The Board of Trustees and the Chief Executive Officer as authorized under this policy are not required to award a purchase or contract to the lowest bidder.

Emergency Purchases

- When, in the opinion of the Chief Executive Officer, an unexpected or unforeseen event may cause serious loss to the Library or prevent the Library from delivering services unless immediate action is taken, an emergency exists. Library administration staff may procure such commodities and/or services as an emergency purchase, and competitive bid/quotation requirements may be waived as needed. Emergency purchases over \$20,000 require approval by the Board of Trustees at the next Board meeting. All other emergency expenditures are subject to this purchasing policy's approval and notification requirements.

Establishment and Enforcement of Policy

- The Library administration staff shall establish rules and procedures governing purchasing and other financial obligations of the Library that are consistent with all Board of Trustees' policies, applicable statutes and regulations, and sound financial management processes.

Approved: October 16, 2014

Amended: January 19, 2017 (Change Orders Policy incorporated)

Board of Trustees

Topeka and Shawnee County Public Library.