**Policy:**

The Director/ Manager is responsible for the purchasing of all items under the supervision of the Board of Trustees. The Director/ Manager purchases budgeted items using the approved book vendors, petty cash, and checks (checks may only be signed by the Treasurer and President of the Board). The Board of Trustees supervises purchases by approving the yearly budget and reviewing all receipts/accounts at quarterly board meetings in accordance with that budget.

Purchasing approvals:

­­-Purchases under $500 at the discretion of the Library Director.

-Purchases between $500 and $999.99 the Director must consult the Treasurer, i.e. purchases of furniture, equipment, etc.

-Purchases over $1,000:

1. Library Director creates spec sheet on work or purchase.

2. The Library Director must make a concerted effort to obtain three written bids.

3. The Library Director selects one of the 3 estimates, if available, based on quality, cost and availability (of contractor).

4. The Library Director brings decision to the Board for approval of funds. The Project Report will briefly reflect estimates received and choice made.

5. All estimates are filed in project folder.

6. The Board approves or disapproves.

7. If project is disapproved, the Board will advise the next steps.

Materials may be purchased and ordered by the Director in accordance with the budget in the following ways:

Utilizing the Library Credit Card – policy is outlined in ‘Library Credit Card Policy’

Use of petty cash – policy is outlined in ‘Library Petty Cash Policy’

**Policy:**

Reoccurring Expenses (Payroll, Utilities, Insurance, Security, etc.)

Board will pre-approve the payment of reoccurring expenses at the first board meeting of each year.

Circulation Cash Drawer Policy

No more than $30 will be kept in a locking drawer behind the circulation desk for the purpose of making change by library staff. The cash will be counted daily by either the Director/Manager or the Clerk to ensure accuracy and a sufficient amount is available.

Deposits

Deposits will be made on an as needed basis by the Director/Manager or Treasurer and recorded in the checkbook.

Tax Exempt Forms

For Library purchases only