

Purchasing Policy Lawrence Public Library

Approved by the Lawrence Public Library Board of Trustees, October 18, 2021.

The Library Board of Trustees and the Library Director are committed to operating and maintaining the library in a fiscally responsible manner. This includes the purchase of services, supplies, materials, and equipment for the library in a manner to obtain the best value for public and private funds, balanced with issues of quality, flexibility, delivery time, and the library's services and reputation.

The Library Board of Trustees' approval of an annual budget serves as the principal authority for the library to encumber and expend the funds necessary to operate.

All purchases must be made in compliance with this policy, budgetary limits, the *Budget and Finance Policy* and the *Employee Handbook Fraud Policy* (page 32).

All disbursements for purchases shall be approved by the Board. The Board Treasurer shall bring items \$30,000 and over to the Board's attention for review.

Any prospective purchase which is outside of available or budgeted funds or expected to cause the annual budget to be exceeded must be brought to the Board for approval as an over-budget item.

Purchases Under \$30,000

Approval is made by the Director or designee and can be approved only if such prospective purchase is within available and budgeted funds.

Purchases \$30,000 and Above

Any purchase exceeding \$30,000 shall be made only after the Director solicits responsive quotes from at least three potential vendors. The Director is not required to solicit responsive quotes from more than one potential vendor in the following circumstances:

- Emergencies – requires Director prior written approval;
- State of Kansas contracts – if the State has a negotiated contract for an item and the Library is allowed to use that contract;

- There is a sole source of supply and no acceptable comparables;
- Purchases for the library collection;
- Purchases that the Director has reason to believe will not benefit from solicitation for quotes from multiple vendors and are presented to and approved by the Board.

Quotes and negotiations may be rejected in whole or in part, and are not binding upon the library until final Board approval. The Board reserves the right to require competitive bidding on terms to be determined.