

# **Houston County Public Library System**

## **Financial Policies**

### **Purchasing Policy**

Approved by HOUPL Board of Trustees 2015 Feb 12

The Library will establish procedures to provide for an efficient and fiscally responsible system for the purchase of materials and services necessary for the effective operations of the Library. The administration of this system will comply with the highest ethical and fiscal standards and applicable laws.

The Director shall be responsible for the operation of Library's purchasing system.

Competitive bidding procedures will be as follows –

- Purchases and services less than \$500 will be made using the judgment of the purchaser with approval by the Director.
- Purchases and services between \$500-\$2,500 will require three verbal quotes or three prices from catalogs / online listings.
- Purchases and services between \$2,500 and \$5,000 will require three written quotes unless they are sole source or use existing state contracts.
- Purchases and services above \$5,000 will require advertised bids and board approval.

Purchase orders will be the primary method of making purchases, however a credit card will be used when efficient. Unauthorized or ineligible credit card purchases become the responsibility of the employee making the purchase.

Bids will be awarded on a nondiscriminatory basis with appropriate efforts to include local and minority businesses.

The Library will strive to obtain the highest quality of goods and services for the most economical costs. Bulk purchases, quantity discounts, standardization of common items, and other approaches will be used to economically acquire goods and services.

Other than advertising novelties, acceptance of gifts from vendors at any time shall be prohibited. No Library employee shall become obligated to any vendor and shall not conclude any Library transaction from which they may personally benefit directly or indirectly.

The Library shall strive to maintain strong professional and cooperative relationships with vendors and also with those who have a desire to meet the quality, service, and price needs of the Library.

All qualified bidders shall be given equal opportunities and terms to quote on a specified item or service.

The following purchases will be exempt from this policy –

- Travel (which will abide by current state policy guidelines)
- Utilities (E-rate eligible has a separate procurement process)
- Library Materials (print and electronic)
- Attorneys
- Library Programs and performers