



## **PURCHASING POLICY**

### **Purpose**

This policy is adopted by the board of library trustees for the purpose of ensuring fiscal responsibility of taxpayer funds and full compliance with local, state, and federal laws and reporting statutes.

### **Authority to Spend**

The board of library trustees retains fiscal responsibility for the library district. Under the direction of the library board, the Executive Director and his/her designee shall have the authority to purchase or lease products or services to provide the best and most efficient public library services possible.

Budgeted materials, equipment, supplies, and services regularly purchased by the library may be approved by department heads and his/her designee, without Executive Director approval, for purchases up to \$500. The Executive Director may commit the library to purchases of up to \$7,500 without first obtaining board approval. Exceptions are allowable for purchases requiring immediate action to secure the safety of staff and library patrons. All other non-emergency, non-budgeted purchases greater than \$7,500 should be planned in advance and presented at a regular library board meeting for approval.

Purchases and services less than \$2,000 may be made with attention to the lowest possible cost, durability, performance, prior experience, delivery, and service capability. For purchases totaling over \$2,000, three written proposals or three documented price quotes will be obtained.

In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products and services in excess of \$20,000 shall be subject to a competitive bidding process.

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.

### **Credit Cards**

The Executive Director, Business Manager, and Operations Director are authorized to make purchases using the La Grange Park Library credit cards. Any changes to personnel entrusted with a credit card or the total spending limit on all credit cards must be approved in advance by the board of library trustees. All charges on the library credit card must have supporting receipts which are submitted to the business office for reconciliation with monthly statements. The library card credit limit is \$12,500. Each credit card will have a pre-set limit as follows:

- Executive Director: \$7,500
- All others: \$2,500

### **Petty Cash**

A petty cash fund in the amount of \$500 dollars will be maintained in the business office for small purchases. The business manager will be responsible for keeping track of receipts and replenishing the fund. All purchases must have supporting receipts that must be submitted to the business office. All payments must be approved by the Executive Director.

**Internal Controls**

Internal controls have been established to minimize risk whenever library funds are being handled. This includes written procedures requiring oversight and the segregation of duties in order to prevent misuse of library funds.

**Primary and Secondary Check Run**

Whenever possible, all invoices will be paid in the primary check run. This check run will take place the week prior to the monthly board meeting. All checks will be presented to the board for approval at the board meeting prior to payment. A secondary check run will be completed for invoices needing payment prior to the primary check run. These invoices will be included in the check detail presented to the board for approval at the board meeting. Checks over \$500 require a second signature.