**Purchasing Policy**

Purchasing Policy Purpose:

This policy sets forth procedures for Library purchases of supplies, equipment and services.

Procedure:

Purchases of items less than $500 may be made by the Library Director.

Purchases of $500 to $1,000 can be made by the Library Director following notification and approval by the President of the Board of Trustees. Competing quotes should be obtained when possible.

Purchases in excess of $1,000 must be approved by the Board of Trustees. Competing quotes should be obtained when possible.

Emergency Purchase: In the case of an emergency, purchases in excess of $1,000 can be made with approval by the Library Director and President of the Board of Trustees. Notification of such purchases should be made to all trustees.

Board Approved on \_\_2/13/22\_\_\_\_