

## Putnam County Public Library Purchasing Policy

The Board of Trustees of the Putnam County Public Library have established this Purchasing Policy to govern the purchase of goods and supplies for the Library which are not otherwise exempt from the Public Purchasing Law under IC 5-22.

All purchases will be made within the legal requirements of the laws of the State of Indiana and of the United States.

The Board is the designated “purchasing agency” for the Library. The Library Director shall serve as the “purchasing agent” for the Library. The Director may authorize other staff members to make routine purchases.

### Small Purchase Policy

- Purchases less than \$50,000 may be made without soliciting bids or proposals. All purchases will be made on the open market after comparison shopping to obtain the greatest value for the Library.
- Any purchases over \$5000 must have prior approval by the Board of Trustees, except in an emergency.
- Preference will be given to purchasing from Putnam County businesses when total cost, quality and timeliness of delivery are comparable.
- The Director is authorized to establish charge accounts with businesses from which the Library will make purchases on a continuing basis. Other library employees may make purchases for the Library using the established charge accounts with permission of the Director.
- The Director is authorized to obtain a business credit card for the Library. Staff members may be authorized by the Director to use the credit card for library business.

### Soliciting Quotes

If the purchasing agent expects the purchase to be more than \$50,000, but less than \$150,000, the purchasing agent shall solicit quotes from three or more vendors known to provide the goods or services required, as specified in IC 5-22-8.

### Requests for Proposals/Competitive Bidding

If the purchasing agent expects the purchase to exceed \$7150,000, the purchasing agent shall prepare Requests For Proposals or follow the competitive bidding procedures as specified in IC 5-22-7-1, except for those conditions which allow for special purchasing methods as defined in IC 5-22-10-1.

Purchases from the Department of Corrections

As required by IC 5-22-11-1, the purchasing agent shall purchase from the Department of Corrections when the supplies and/or services can be furnished in a timely manner, meet the specifications and needs of the Library; and can be purchased at a fair market value.

Purchases from the Rehabilitation Center

As required by IC 5-22-12-4, the purchasing agent shall purchase from the Rehabilitation Center under the same conditions as articles produced by the Department of Corrections.

Adopted by the Putnam County Public Library Board of Trustees September 2001

Revised and adopted September 2002

Revised and adopted September 2007

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