



Financial - Purchasing/Procurement Policy

Need for this policy: The library shall act to procure products and services at the lowest possible cost, consistent with its needs and with regard to durability, performance, quantity, delivery and service, and in compliance with General Municipal Law 103 and 104-b for applicable purchases.

General:

- Although most purchases will not require bids or quotes, all purchases, bids and contracts must abide by NY State General Municipal Law 103 and 104-b. The texts of these laws are available from New York State website, public.leginfo.state.ny.us. New York State Office of the State Comptroller, Division of Local Government and School Accountability, has also produced a local government management guide called Seeking Competition in Procurement, available from www.osc.state.ny.us/localgov/pubs. Purchases of library materials generally are not subject to competitive bidding regulations.
- The Director shall oversee and approve all expenditures according to the approved budget. Purchases of a single item in excess of \$2,000 must be approved by the Finance Committee for the full Board unless an emergency situation exists.
- Purchases must be within the approved budget limits as set by the Board in the annual operating budget, within a received grant or within the limits of a special expenditure approved by the Board. Special expenditures shall be authorized by formal resolution with any required transfer of funds for these purchases through an appropriate transfer of funds from the Board-reserved funds to the operating budget or through a bank loan or through a bond issue.
- The library is exempt from paying sales tax. All purchases should be made as "tax-exempt."

Purchase Orders:

A purchase order is required for all purchases except the following:

- Contracts or written agreements approved by the Board including contractual agreements with a monthly charge such as lawn care or trash removal
- Board-approved Electronic Fund Transfers (EFT) (also known as ACH - Automated Clearing House)
- Petty cash
- Utilities expenses
- Regular maintenance of the facility such as fire alarm inspection
- Repairs and maintenance requiring immediate action such as a plumbing issue. In this case, the bookkeeper shall be made aware that there is no purchase order for claims audit processing

Purchase orders are to be kept in a file for access during the claims audit process. Any exceptions, such as items canceled or returned, are to be noted on the purchase order as well.



Town of Esopus Library

Authorization:

- Any staff member may create a Purchase Order.
- Purchase orders must be approved by the Director or their designee in the absence of the Director prior to purchasing ordering. If the Director creates the purchase order, a Library trustee must approve.

Responsibilities: It shall be the responsibility of the Director to ensure compliance with the requirements of this policy.

Adopted by the Board of Trustees: March 22, 2017

Revised by the Board of Trustees: May 22, 2024