

Alexander Findley Community Library
Purchasing Policy

Policy:

The Director is responsible for the purchasing of all items under the supervision of the Board of Trustees. The Director purchases budgeted items using the approved book vendors and checks (checks may only be signed by the Treasurer and the Director). The Board supervises purchases by approving the yearly budget and reviewing receipts/accounts at board meetings in accordance with that budget.

Purchasing approvals:

- Purchases under \$500 at the discretion of the Library Director.
- Purchases over \$500:
 1. Library Director creates spec sheet on work or purchase.
 2. The Library Director must make a concerted effort to find the best product to fit the budget of the project.
 3. The Library Director brings decision to the Board for approval of funds. The Project Report will briefly reflect estimates and choice made.
 4. All estimates are filed in project folder.
 5. The Board approves or disapproves.
 6. If project is disapproved, the Board will advise the next steps.

Materials may be purchased by the Director in accordance with the budget utilizing the Library Credit Card (see the AFCL Credit Card Policy)

Policy:

Reoccurring Expenses (Payroll, Utilities, Insurance, etc.)

Board pre-approves payment of reoccurring expenses when they adopt the budget for the year.

Circulation Cash Drawer Policy

A donation jar at the Circulation Desk allows staff to make change for printing/copying fees, and certain ongoing small-scale fundraisers (sale of Cook's Books, tote bags, etc.). It contains no more than \$20, and an overabundance of change is wrapped periodically for deposit.

Deposits

Deposits will be made on an as-needed basis by the Treasurer of Director and recorded in the checkbook and Quickbooks.

Tax Exempt Forms

For Library purchases only

7/24/23 (reviewed)