



## POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

### Policy 7.7

#### PURCHASING

##### Need for this policy:

This policy is needed to assure the prudent and economical use of public moneys in the acquisition of goods and services for the Clifton Park-Halfmoon Public Library (CPHPL) in compliance with General Municipal Law 104-b.

##### General:

1. Only the Director of the CPHPL, the CPHPL Business Administrator, or other agents as designated in writing by them may commit the CPHPL for purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchase order.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by department heads and recommended to the Director.
3. It is the responsibility of each department head to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Director or designee shall have the final authority on all purchase decisions.
4. All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.
5. The Library Director shall have the authority to pay all claims made for purchase and report such activity to the Board of Trustees on a monthly basis.
6. The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the CPHPL or any officer or employee thereof.

##### Purchasing Procedure:

1. The Library Director, in consultation with the library's auditors and with their approval, shall be responsible for establishing and updating procedures for the proper and cost-effective documentation of purchases.
2. All eligible staff may purchase goods that value \$499 or less. Department heads are responsible for the oversight of their department's purchasing plan. All documentation rules apply:
  - a. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement. Documentation is to include:



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- 1) Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
  - 2) In the case of direct book orders, a copy of the order form with the packing list attached, initialed, and dated by the person checking in the shipment, as well as a "Don't Print" form indicating the amount to be charged
  - 3) Hard-copy printout of items ordered on-line.
- b. Exceptions to the \$499 rule include the purchase of computers, cameras, and AV equipment. Quotes are necessary (see below).
3. Department Heads or designated purchasing agents may purchase goods that value \$500 to \$1999. Verbal quotes are required. Documentation is to include:
    - a. Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
    - b. Completed purchasing form indicating date of quote, vendor, equipment, quoted price, vendor representative, and staff initials. This form may be submitted on a quarterly basis
    - c. Hard-copy print-out of items ordered on-line
  4. The Director, Business Administrator, or designated purchasing agent may purchase goods that value \$2000 to \$9999. Written quotes are required. Documentation is to include:
    - a. Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
    - b. Completed purchasing form indicating date of quote, vendor, equipment, quoted price, vendor representative, and staff initials
    - c. Hard-copy print-out of items ordered on-line
    - d. Copy of written quote from vendor.
  5. Except as indicated in subsection 7, below, all goods purchased that value \$10000 or more require a public bid.
  6. Except as indicated in subsection 7, below, all services purchased that value \$20000 or more require a public bid
  7. Items Not Subject to Bid are as follows:
    - a. Professional services which involve specialized expertise, use of professional judgment, and/or a high degree of creativity, such as:
      - 1) Attorney
      - 2) Architect
      - 3) Engineer, and



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- 4) Land surveyor
  - b. Emergencies arising from
    - 1) an accident or other unforeseen occurrence
    - 2) a situation in which public buildings, property, or residents are at risk, or
    - 3) immediate action is required that cannot await competitive bidding
  - c. State contracts which are regulated by the Office of General Services
  - d. Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest
  - e. A memo to the file should be made which details why the procurement is not subject to competitive bidding.
8. Any contract awarded to other than the lowest responsible dollar offeror shall require justification and documentation, setting forth the reasons such an award furthers the purpose of Section 104-b of General Municipal Law

Annual Review: This policy shall be reviewed annually by the Board of Trustees.

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

Approved: 9/21/09