

Putnam Valley Library

30 Oscawana Lake Road
Putnam Valley, NY 10579

Purchase Policy

(exclusive of library materials/programs which are at
the discretion of the Director)

Purchases under \$500 at the discretion of the Library Director.

Purchases between \$500 and \$999.99 the Director must consult the Treasurer,
i.e. purchases of furniture, equipment, etc.

Purchases over \$1,000.

1. Library Director and/or purchasing agent (appointed by the Board) creates spec sheet on work or purchase.
2. The Library Director and/or purchasing agent must make a concerted effort to obtain three written bids. If one of the bids is delayed due to the negligence of the vendor, the Library Director and/or purchasing agent should choose from the two bids obtained
3. The Library Director and/or purchasing agent selects one of the 3 estimates, if available, based on quality, cost and availability (of contractor).
4. The Library Director and/or purchasing agent brings decision to the Board for approval of funds. The Project Report will briefly reflect estimates received and choice made.
5. All estimates are filed in project folder.
6. The Board approves or disapproves.
7. If project is disapproved, the Board will advise the next steps.

Library Credit Cards, Chase: The Credit Cards have a total limit of \$1000.
Two cards are issued: one to the Library Director and one to the Children's Librarian. Receipts and bills must be submitted to accountant promptly.
Limitations: Director may make charges up to \$1000*.

Children's Librarian may make charges up to \$250.