

## POLICY 2.000 PURCHASING POLICY

### **OSCODA COUNTY DISTRICT LIBRARY PURCHASING POLICIES**

The following policy defines the purchasing policies and procedures applicable to purchase of anything that may be required by the Oscoda County District Library.

All funds budgeted by the Library Board for the Library, for the purpose of purchasing, shall be expended in accordance with the rules herein.

Emergency purchases may be made when damage to life and/or property is evident. These purchases may only be made providing there is adequate funds available. The Board President is informed of the emergency, and the full board will be notified as soon as possible.

#### **CONTRACTS:**

1. Contracts must be approved by the Library Board by a motion and/or resolution at a regular or special meeting. The contract must be signed by Board President or their designee. Examples of contracts are, but not limited to:
  - rental agreements
  - service agreements (equipment or technology)
  - grants
2. Once a contract is approved and signed, payments will be acknowledged at the regularly scheduled monthly meeting of the Board or by the bill paying committee.

#### **UTILITIES, INSURANCES, PROPERTY MAINTENANCE BILLS**

1. Utilities, insurances, snow plowing, and lawn service are reoccurring monthly bills that have due dates that fall at different dates during the month. Late fees or other penalties will occur by waiting for the regularly scheduled Board meeting.
2. Utilities are defined as (but not limited to):
  - gas (DTE),
  - electric (Consumer's Energy),
  - Internet,
  - sewer and water
3. Insurances are defined as (but not limited to):
  - life insurance
  - accidental death and dismemberment
  - health
  - workman's comp coverage
  - building
4. Property maintenance bills are defined as (but not limited to):
  - A. snow removal
  - B. parking lot

Approved May 2, 2022

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C. mowing

### SUPPLIES AND EQUIPMENT:

1. The Library Director and/or Board President may purchase up to \$500.00 without Board approval, providing there are adequate funds in the budget to cover the expenditure.
2. Purchases over \$500.00 will require prior approval of the Library Board.
3. An invoice will be submitted to the Library Board by the Friday before the regularly scheduled monthly meeting.
4. Purchase of goods and services, whenever possible, shall be purchased from suppliers doing business in Oscoda County, provided a reasonable comparative cost is available

### BOOKS/AUDIO-VISUAL/ELECTRONIC MATERIALS

1. Per Policy 1.000 Board By-laws: The Library Director selects and orders all books and other Library materials.
2. Purchases over \$500.00 will require prior approval of the Library Board.
3. An invoice will be submitted to the Library Board by the Friday before the regularly scheduled monthly meeting.