

Revised: 8-19-24

Procurement Policy

It is resolved by the Graves County Public Library Board of Trustees to adopt the following policy governing procurement or purchasing and delegation of purchasing authority.

I. Purchasing Responsibility

A. The Director of the Graves County Public Library is responsible for administering the procurement function of the Library.

B. The Director of the Graves County Public Library may delegate to appropriate individuals such authority as may be needed to perform the purchasing function (exclusive of library materials/programs which are at the discretion of the Director).

II. Procedures

Purchases under \$1,000 should be at the discretion of the Library Director.

Purchases over \$1,000 to \$20,000 will require a minimum of three quotes by phone or written approved by the Library Board.

Purchases over \$30,000 will require a formal bid process approved by the Library Board.

- A. Library Director and/or business manager secures three bids by phone or written bids on work or purchase.
- B. The Library Director and/or business manager may, if one of the bids is delayed due to the negligence of the vendor, choose from the two bids obtained.
- C. The Library Director and/or business manager selects one of the three estimates, if available, based on quality, cost and availability (of contractor).
- D. The Library Director and/or business manager brings the decision to the Board for approval of funds. The Project Report will briefly reflect estimates received and choice made.
- E. All estimates are filed in project folder.
- F. The Board approves or disapproves.
- G. If project is approved, the Board will advise the next steps.

Adopted: 3-21-11

Reviewed: 9-17-12

Reviewed: 7-17-17