

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: Operational

Policy Number: O-01

PURCHASING POLICY

Date Approved: SEP 1 1 2017

Valid To: SEP 1 1 2020

Replaces: Policy 5, May 14, 2003
O-01, 2014

Board Chair: 

The Library shall ensure that materials, services, and capital assets acquired are of satisfactory quality at competitive prices.

1. The Library Board delegates the Library Manager the procurement and disposal agent of the Library.
2. Subject to the availability of budgeted funds, this authority includes the mandate to acquire, expedite, dispose of capital and operational goods, acquire services, call for bids, and order and receive goods and services.
3. Capital expenditures are for those items that qualify as capital assets.
4. All purchases for goods and services are subject to the following limits:
 - A. \$0.01 - \$2,000.00 No quotations required
 - B. Over \$2,000.00 Minimum three written quotes requiredWhere it is known that there is only one supplier, or when special circumstances such as matching with existing equipment exists, the Library Manager will document the rationale for a sole source supplier and shall obtain approval to proceed from the Library Board.
5. Notwithstanding the above, all purchases over \$2,000.00 require the approval of the Library Board.
6. Purchase order information and responses from suppliers to requests for quotations are confidential, and Library staff must not discuss such information with other suppliers or persons.
7. Purchases from any source should be competitive and the source can be disclosed with the amount of the winning bid, following award of the contract.