

Attachment F-4

Non-Bid Purchases Over \$500.00

For expenditures of less than \$25,000 competitive sealed bidding is not required. Specific procedures to be followed are determined by the anticipated dollar amount of the bid.

A. Purchases Costing More than \$500 but Less than \$5,000

Telephone or on-line quote requests are made to at least three vendors. If a listing of vendors is available, vendors should be rotated so that all vendors are contacted equally.

The following information will be provided to the Vendor:

- Description of the item
- Number of items required
- Delivery date required
- Terms and conditions of the purchase
- The following information will be obtained from the vendor and recorded in writing:
- The name and address of the vendor
- Total or unit price, as specified
- Date through which quote will be effective
- Name of representative giving the quote
- The specific product offered, if not previously stated

The Library Director will assign a purchase order number and will indicate the purchase price. A completed purchase order will be presented, along with supporting documentation, to one or two Trustees for signature depending on the Schedule of Authorization. Once all required signatures have been obtained, the Library Director may complete the purchase. After the purchased goods are received, the Library Director will forward the original invoices, the purchase order and the receipt to the Library bookkeeper for payment. This shall be accomplished as soon as practicable to facilitate prompt completion of the transaction.

B. Purchases Costing More than \$5,000 but Less than \$25,000

Written and on-line requests for price quotations are sent to at least three vendors. The list of vendors should be rotated so that all vendors are contacted equally, if a listing exists. The request for price quotations will be on a standard form. It will contain the following information:

- Name and address of the vendor
- Description of the item
- Quantity required
- Last date quotation accepted
- Approximate date delivery is required
- Terms and conditions of purchase
- The following information should be obtained from the vendor either via fax or U.S. mail:
- The name and address of the vendor
- Total or unit price, as specified

- Date through which quote will be effective
- Name of representative giving the quote
- The specific product offered, if no previously stated

A completed purchase order will be presented, along with supporting documentation, to the person designated by the Board for signature. The Library Director will ensure that there are sufficient line item budget funds available for the purchase. Once all required signatures have been obtained, the Library Director may complete the purchase by issuing a purchase order number with the indicated purchase price.

After the purchased goods are received, the Library Director shall forward the original invoice(s), the purchase order and the receipt to the bookkeeper for payment. This shall be accomplished as soon as practicable to facilitate prompt completion of the transaction.