

Anderson Public Library Purchasing Policy

The Anderson City, Anderson, Stony Creek, and Union Townships Public Library follows public purchasing laws of Indiana Code 5-22. Purchase requests for all purchases must be signed by the Director or Assistant Director. Purchase orders for all purchases must be signed by the Business Office Manager or the Director or Assistant Director in the absence of the Business Office Manager. In the event that only one of the signees previously mentioned is available then a Manager can sign either the PR or PO to maintain 2 separate signers.

As a steward of public funds, the library will seek the most economical advantage with acceptable quality considerations when making purchases. Consideration will always be given first to vendors within the library district who offer competitive pricing and acceptable quality and service.

Purchases costing less than \$50,000 will be made following these guidelines:
Staff will compare prices from as many responsible suppliers as is practical and shall purchase from the supplier where total costs are lowest when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website. (IC 5-22-8-2)

Purchases of at least \$50,000 and not more than \$150,000 require inviting quotes from at least three persons known to deal in the lines or classes of supplies to be purchased. (IC 5-22-8-3)

Purchases over \$150,000 require following competitive bidding procedures, unless exempting circumstances apply. (IC 5-22-7-1)

The library reserves the right to reject unsatisfactory quotes. (IC 5-22-10-10)

Pre-payment of electronic purchases by credit card are acceptable following the Corporate VISA card procedures.

Pre-payment of conference expenses, materials, and other purchases requiring pre-payment are acceptable when approved by the Director or Assistant Director.

Contractual services will be reviewed annually, before the budget is prepared, by the Director.

If there are other suitable vendors that provide like services, quotes for contracts valued between \$2,000 and \$5,000 must be obtained every two years. Quotes for contracts valued above \$5,000 must be obtained annually. When reviewing quotes, startup costs for switching vendors must be taken into consideration.



Anderson Public Library

111 East 12th Street

Anderson, Indiana 46016 | 765-641-2456

www.andersonlibrary.net

All contracts entered into after June 30, 2011 must contain a provision requiring the contractor to enroll in and verify the work eligibility status of all hourly hired employees through the E-Verify program. (IC 22-5-1.7)

At the time Anderson Public Library awards or renews any contract, the person who is being awarded or has the contract must certify in writing to Anderson Public Library that the person is not engaged in investment activities in Iran. (IC 5-22-16.5-13)

Adopted by the Board of Trustees 6/1998. Revised 1/2000. Reviewed 7/2003, 01//2019 Revised 1/2004, 6/2007, 1/2012, 1/2013. Reviewed 5/2022. Revised 6/2023



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