

# Poplar Bluff Municipal Library District

## Purchasing Policy

Staff must exercise due diligence in purchasing.

All purchases for the Library shall be accomplished in a manner as to assure the prudent and economical use of public monies in the best interest of the taxpayers.

The Library Director shall establish and maintain procedures to implement and enforce all purchasing policies.

### **A. Authority to Purchase**

The Board of Trustees delegates to the Library Director, or Director's designee, the authority to purchase, without specific Board action, goods or services of \$10,000 or lesser value, so long as said purchases are pursuant to a budget previously approved by the Board. The purchase of all other goods or services with a value in excess of \$10,000 shall be authorized by specific action of the Board in formal session.

The budget is approved by the Board of Trustees prior to the new fiscal year. Any deviation from the line item budget must receive prior Board approval. Employees may not exceed the budget line items under their oversight. In rare instances and cases of emergency, the director in consultation with the Board of Trustees may grant an exception. The director contacts the board president and treasurer before granting emergency purchase approval. At the next regularly scheduled board meeting or, if necessary, a called Board meeting, the revised budget must be approved.

Purchase orders (P.O.s) of \$10,000 or less may be issued without bid. Orders greater than \$10,000 but not more than \$25,000 require informal bids. Purchases of \$25,000 or more shall require a public, formal competitive bid solicitation. When appropriate, bids may be sealed and vendors present at bid opening. These bids may be submitted as Request for Bid (RFB), Request for Quote (RFQ), or Request for Proposal (RFP). Bid qualifications may include a requirement for proof of performance bonding and/or licensure to operate in the State of Missouri.

All construction and maintenance projects are subject to prevailing wage as defined by Missouri State Law. <https://labor.mo.gov/dls/prevailing-wage>

Items may be purchased from Missouri State Contracts.

### **B. Purchases**

**\$250 or less**

- Does not require Director's prior approval, so long as said purchases are pursuant to previously approved budget.

#### **\$250.01 to \$10,000**

- Director or designee approves P. O.

#### **\$10,000.01 to \$24,999.99**

- Library solicits at least three competitive bids from vendors who provide same or equivalent product.
- Director may require additional bids.
- Employee must document bid including company name, company representative, and complete contact information.
- Director recommends award of bid to Board of Trustees.
- Once approved, purchasing procedures are initiated by Director.

#### **\$25,000 or more**

- Purchases of \$25,000 or more require a public, formal competitive bid solicitation. Bids may be advertised in the local newspaper, posted at all library locations, made available from the library website, and, where appropriate, solicited by email from prospective bidders.
- In all cases, services or goods costing more than \$25,000 must be written bids unless it is deemed to be an emergency purchase by the director with notification to the Board of Trustees.
- Written bids require bidder signatures. Written bids may be submitted electronically.
- Director recommends award of bid to Board of Trustees.
- Once approved, purchasing procedures are initiated by Director.

#### **Open P.O.s**

- Employees may place open P.O.s with jobbers and vendors for purchase of library materials (books, eresources, magazines, media, etc.), consumables (paper, toner, cleaning supplies, paper towels, toilet paper, office supplies, etc.), and routine costs to cover payroll and ongoing operations.

#### **Credit Card Purchases**

- Credit card purchases may be made by full-time staff with a request to the assistant director or director.
- Employees making credit card purchases must submit receipts for purchases within one working day of purchase or, if used for travel, one working day upon return to work.
- Purchasing policies referenced above must be followed.
- If used for travel, all travel procedures and policies apply.
- Receipts for credit card purchases must match credit card statement.
- Director and assistant director reconcile monthly credit card statements.
- Credit card payment disputes must be resolved in a timely fashion in order to avoid any interest accrual and with complete documentation.

## Sole source

- Purchases may be sole source under certain circumstances.
- Employees must document and justify sole source purchasing for purchasing levels exceeding \$25,000.
- Examples of sole source purchasing may be elevator repair, HVAC repair, technology purchases and/or repair, furnishings required to match current interior, etc.

## C. Other

1. In no case will an invoice be paid which exceeds a P.O. amount by more than \$100 or ten percent of the P.O. , whichever is less.
2. All invoices must be paid within 30 days of item receipt unless invoice is disputed.
3. Invoices may be disputed due to item condition, incorrect billing, incorrect quantity or product shipment, quality misrepresentation, etc. Vendor disputes must be documented with proper notification to vendor via email or mail. Correspondence with vendor must be filed with P.O. and invoice information. Director must be notified of invoice dispute with copy of vendor notification.
4. All P.O.s close at fiscal year end.
5. Monies remaining on closed P.O.s are not obligated after close of the fiscal year.
6. Checks for payment are prepared bi-monthly. All checks for payment are signed by the director or assistant director. Checks are countersigned by Board Treasurer.
7. Check signing procedures. (presented to the Board of Trustees on June 2, 2014)
  - a. All checks may have one rubber-stamp signature, usually the Board Treasurer.
  - b. The director or assistant director signs all checks
  - c. In the absence of the director or assistant director, the Board of Trustees President and Treasurer must sign.
  - d. No checks may be signed with two rubber stamps.
8. Electronic checks and ACH payments are matched with P.O. and entered by bookkeeper. Director and assistant director reconcile these payments each month with the bank statements.
9. Contractors performing work for the library must show proof of liability, workers' compensation, and bonding insurance, **except where exempted by RSMO 287.**

*Approved March 4, 2013. Revised 3-6-17; 5-1-17; 9-10-18; 1-9-23; 1-5-2026.*