

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Approval of Contracts, Invoices, and Purchasing

ADMIN 2-706

BOARD

SECTION: 700 – Fiscal Management

Approved: 01/15/98

Revised: 08/12/10

Revised: 09/12/13

Revised: 09/15/16

POLICY

Purchases of goods and services on behalf of the Daniel Boone Regional Library (DBRL) must be approved by authorized personnel and within the annual budget as approved by the applicable Board of Trustees. DBRL shall develop and use a Purchase Order system to maintain the internal controls needed to abide by this policy.

GUIDELINES

- DBRL staff authorized to purchase goods and services include the Executive Director, Chief Financial Officer (CFO), Associate Director, Managers, or others as specifically designated by the Executive Director or a Manager. The maximum authorized purchasing amounts for each shall be appropriate for daily management needs and library operations. All staff shall comply with DBRL Policy 2-710 (Procurement) when acquiring goods and services.
- Prior to ordering or procurement, a Purchase Order shall be completed for items or orders costing \$200 or more. Exceptions to this guideline are purchases of services, insurance, utilities, standing orders, routine contract payments, and collections purchased through DBRL's Materials Acquisition System.
- All invoices shall be reviewed by the appropriate staff member who has authority over the budget being charged and who shall also document payment approval prior to forwarding invoices to the Administrative Office for payment by attaching a completed and signed Payment Authorization form.
- The Board must approve any formal Request for Purchase (RFP) or Request for Qualifications (RFQ) with anticipated costs for or in excess of \$25,000. The contract for such a proposal is signed as described below.
- All contracts in the amount of \$24,999 or less shall be signed by the Executive Director or the Executive Director's designee.

Contracts and contract extensions for or in excess of \$25,000 shall be signed by the Daniel Boone Regional Library Board (Board) President or officer of the applicable Board of Trustees, but do not need to be approved by the Board.

PROCEDURES

1. Purchase Orders (If required)
 - A. The staff member requesting to purchase an item shall complete a Purchase Request and forward it to the Administrative Office.
 - B. Administrative Office staff shall review the Purchase Request to ensure that it is approved by the appropriate staff member(s), reasonable, and within the budget.
 - C. Upon reviewing the request, CFO, Executive Director or their designee will approve. Once approved Administrative Office staff shall issue a Purchase Order that details the vendor, a general item description and price of the item(s) to be purchased. Staff may use a reasonable maximum amount if the exact price is not known at the time the Purchase Order is issued.
 - D. Administrative Office staff shall forward one (1) copy of the Purchase Order to the individual that requested to purchase the item(s).
 - E. The staff member must not place the order until the Purchase Order has been issued.
2. Payment Authorization
 - A. Authorized personnel requesting reimbursement and/or expenditure of funds of less than \$100 shall complete a Payment Authorization form.
 - B. The completed and approved form(s) with sufficient documentation shall be forwarded to the Administrative Office for disbursement under DBRL Policy 2-707 (Warrants and Disbursement of Funds).
3. Materials Acquisition System
 - A. The Executive Director, Collection Development Manager or their designee shall maintain an accurate system to track the acquisition of library books and materials (see DBRL Policy 2-710 [Procurement]).
 - B. The system shall track items requested for purchase by authorized library personnel, the cost and acquisition of the books or materials, and the receipt of such items by checking in the item. The Collection Development Manager maintains electronic files to monitor the budget amounts and balances for each type of library material.
4. Invoices
 - A. By submitting the invoice, staff acknowledges the receipt of all goods purchased.
 - B. All invoices approved for payment shall be forwarded to the Administrative Office as soon as possible for disbursement under DBRL Policy 2-707 (Warrants and Disbursement of Funds).
5. Contracts and Leases
 - A. Original supporting documentation for payments of services under contracts and lease obligations shall be maintained by the Executive Director and/or the Administrative Office.

- B. All contracts for a term of more than one (1) year shall contain a cancellation clause for non-appropriation of funds as required for governmental entities.
- C. Items or services to be obtained with contracts shall be subject to the requirements of DBRL Policy 2-710 (Procurement).
- D. No contract for Goods and Services entered into by DBRL shall be for a term greater than five (5) years unless authorized by the Executive Director. A contract for the Integrated Library System or the catalog overlay will be in force for an indefinite period of time, as the services are continued until an upgrade is needed.
- E. A contract for services should provide that it can be cancelled upon thirty, sixty or ninety (30, 60 or 90) days written notice from DBRL.