

Loogootee Public Library Purchasing Policy

The Loogootee Public Library Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. [1C 5-22-1-1] The Loogootee public Library Board is the "Purchasing Agency."

The "Purchasing Agent" of the Loogootee Public Library is the Director of the Library. Loogootee Public Library Board President is also authorized by the Purchasing Agency to make routine purchases in an emergency situation.

The Purchasing Agent may purchase supplies costing up to \$1,000. Any supplies costing \$1,001 or more require the approval of the Director and/or the Loogootee Public Library Board. The Director and Loogootee Public Library Board President may charge such purchases to the library's credit card but such charged purchases may not exceed \$1,501 in price as the credit limit for the card is \$1500. All purchases under \$25,000 will be made on the open market. All items costing between \$25,000 and \$75,000 will be purchased only after inviting three quotes from persons known to deal in the lines or classes of supplies to be purchased unless another procedure is authorized by statute. [1C 5-22-8-1]

In accordance with state statute, all items costing over \$75,000 will be purchased following competitive bidding procedures unless another procedure is authorized by statute. [1C 5-22-7-1] The Loogootee Public Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

The Board of Trustees or the Purchasing Agent will purchase services on the basis of provisions of the contract, cost, experience of the offerer or any other factor deemed appropriate to the services being purchased.

Adopted: October 4, 2010