

## **Pike Library Association**

### **Procurement Policy**

#### **Purpose:**

The Pike Library has adopted this policy to insure that appropriate and consistent actions are taken to obtain needed items (goods) for the use and function of the library, within the limits of the budget.

#### **Administration:**

The director is given the authority to purchase books, printer supplies, cleaning supplies, and any other necessary items needed for the library to function.

Large ticket items must be approved by a majority of the board present at a regularly scheduled or emergency meeting.

#### **Guidelines/ Procedures:**

- The treasurer will maintain a petty cash fund for small purchases and replenish such funds as needed.
- The treasurer will reimburse the Director, upon submission of receipts, for purchases not covered by petty cash.
- Contracts for building repairs must be reviewed and approved by the board before such work can commence.
- In the event of emergency repairs, the Director or the Board President can approve any needed work until the board can meet.

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Adopted by the library board on: September 4, 2024