



Metropolitan Library System

Purchasing Policy

The Metropolitan Library System establishes this purchasing policy in order to comply with generally accepted auditing standards and cost containment.

General

1. Only the Executive Director or designee may commit the Library System for purchases. Further, with few exceptions and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchase order.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library System in a satisfactory manner, as determined by department heads and recommended to the Executive Director.
3. It is the responsibility of each department head to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Executive Director or designee shall have the final authority on all purchase decisions.

Purchase Orders

The Executive Director shall be responsible for establishing procedures for the proper and cost-effective preparation and execution of purchase orders.

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