

## **PURCHASE POLICY**

Issue Date: 7/13/98

### **SMALL PURCHASES (Items under \$25,000)**

Staff members need to fill out a purchase request with the appropriate information. The purchase request then needs to be submitted to the appropriate department head for their signature. The purchase request is then given to the library director for his/her approval and signature for purchase. A purchase order is then typed out - using the information from the purchase request and the purchase order is then given to the library director for his/her signature.

The Warsaw Community Public Library does have a petty cash fund for smaller purchases that still need the library directors approval. Any staff with this approval may get petty cash for purchases and/or postage.

The Warsaw Community Public Library has charge accounts set up with some local businesses. The library director, department heads, and specific staff are the only ones allowed to use charge accounts. Each company has a list from Warsaw Community Public Library that is updated periodically to keep current.