

Dorothy Hull Library – Windsor Township

Procurement Policy

Purpose

The purpose of this policy is to establish clear guidelines for acquiring goods and services for the Library. To ensure the most efficient use of funds by prioritizing quality, value, and ethical practices when making purchases, while minimizing waste.

The following policies and subsequent procedures shall be followed when the Dorothy Hull Library – Windsor Township purchases equipment, materials, supplies, property, or services from an outside source. Procurements will be made, to the extent possible, from vendors and contractors within Windsor Charter Township.

General Purchasing Policy

No Conflict of Interest

No Director, Trustee, staff, or agent will participate in the selection or acceptance of a contract for equipment, materials, supplies, or services in which such individual or their family member has a financial interest in the business or individual being considered for the contract.

No Purchase of Items for Personal Use

No Director, Trustee, staff, or agent who participates in the selection or acceptance of a contract for equipment, materials, supplies, or services shall use such items for personal use except for items of small value (generally \$20.00 or less) available to staff, trustees and key volunteers.

No Receipt of Gratuities

No Director, Trustee, staff, or agent shall solicit or accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to agreements with the Dorothy Hull Library – Windsor Township.

No Purchase of Items Not Approved in the Budget

No Director, Trustee, staff, or agent shall solicit or accept any equipment, materials, supplies or services over \$1,500.00 that have not been approved by the Board of Trustees in the annual budget without prior approval of the Board, with the exception of emergency repairs.

Evaluation of Each Contractor

The Finance Committee will evaluate each contractor at the completion of each contract. The evaluation will be utilized to make decisions to award future contracts.

Acquisitions

The Dorothy Hull Library – Windsor Township will conduct all procurement transactions in a manner that maximizes opportunities, increases quality, and reduces the cost of purchase. The Dorothy Hull Library – Windsor Township reserves the right to reject any bid or offers if deemed to be in the best interest of the Library.

Document Prices

The Dorothy Hull Library shall maintain files on all quotes solicited and offers or bids received and any criteria for selection to the extent of the State of Michigan Retention Schedule. In all instances in which the lowest bid is not awarded in the contract, justification for the selection must be contained in the file.

Bid Procedure

Purchases totaling more than \$1,500.00 require a purchase order confirmation signed by the Library Director and Finance Committee Chairperson.

- \$1,500.00 - \$3,000.00: Competitive quotes must be sought from two or more acceptable vendors.
- \$3,000.00 - \$10,000.00: Request for Bid with written specifications such as itemized deliverables and deadlines, must be used and three bids received in writing that meet qualifications. Request should be made to at least five sources.
- Over \$10,000.00: The public bid process is required.
- Professional services, utility services, and audit are considered exempt purchases.
- Sole Source: If purchase is available from only one supplier, or if one supplier provides continuity of services then it is exempt from bidding.
- Cooperative Purchases: Local government may purchase through state contracts, which fulfills statutory bidding.

Property and Equipment

- All property and equipment purchased is the property of the Dorothy Hull Library – Windsor Township.
- All property purchased must be titled to the Dorothy Hull Library – Windsor Township,
- The Dorothy Hull Library – Windsor Township will maintain insurance coverage for all property owned by the Dorothy Hull Library – Windsor Township and maintain documentation of each policy in a safe location.

Petty Cash Policy

Petty cash funds are used for immediate payments for supplies, materials or services. They should not be used for frequently purchased items, salaries, wages, or loans.

- The Library Director or designee is responsible for the fund’s security, disbursements, and administration.
- The funds should be audited periodically, and recurring issues may lead to its revocation.
- All disbursements should be supported by receipts or other documentation.
- The cash on hand and receipts should always equal the authorized fund amount.
- Petty cash funds should be kept separate from other funds, such as cash drawers, change funds, and personal funds.
- Libraries should provide a tax-exempt certification to vendors to avoid sales tax.
- When the cash on hand should not exceed \$25.00, the excess should be deposited in the checking account.
- Any donation \$100.00 or more should be forwarded to the Windsor Charter Township Treasurer within 24 hours.

Credit Card Purchases

- The Library Director is responsible for usage of the credit card.
- Only the Library Director and an assigned designee may use the credit card.
- The credit card may not be used for personal purchases.
- The card must be in a secure location at all times.

Version	Adopted	Amended	Update Information
1	12-19-2024		
Procedure			