



## ***PURCHASING POLICY***

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### **I. Purpose**

- A. Provide for the fair and equitable treatment of all persons involved in purchasing by the Sun Prairie Public Library.
- B. Provide guidance and procedures to be followed for the procurement of goods and services for the Library.
- C. Provide safeguards for maintaining a procurement system of quality and integrity which is deserved by City taxpayers.

### **II. Objectives**

- A. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance.
- B. To provide adequate controls over Library expenditures and financial commitments with proper documentation.
- C. To obtain quality goods required by the Library.
- D. To provide a standardized system of purchasing for use by the Library that mirrors all other City departments.

### **III. Application**

This policy applies to all procurements of supplies, services, and construction, by the Sun Prairie Public Library. It applies to all expenditures of funds by a Library employee for Library purchasing regardless of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement will be conducted in accordance with any mandatory applicable federal law and regulations. This Policy does not prevent any Library employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

### **IV. Vendor Discounts**

It is the policy of the Library to take advantage of available vendor/trade discounts and government pricing when the available discount provides the lowest cost for the same quality.

### **V. Non-Budgeted Items**

All requested expenditures should be provided for in the current budget. However, non-budgeted items will require Library Board approval. If non-budgeted expenditures require a budget amendment by the City of Sun Prairie, purchases will require City Council approval and Council action will be taken to provide corresponding budget amendments. The Library Director should notify the Library Board President and provide written documentation regarding the expenditure. The Library Board will then make a recommendation and provide the information to the City of Sun Prairie Finance Committee at their next meeting to review the request and recommend necessary amendments.

- 1. Emergency purchases shall only be made to:
  - a. Prevent delays in construction or delivery of essential services.
  - b. Prevent an immediate threat to the health or safety of the public and employees.

- c. For emergency purchases of non-budgeted items or services, the Library Director will make every effort to obtain a minimum of two quotes for the item. The purchase will be approved by the Library Board President prior to ordering the item. In the absence of the Library Board President, the purchase will be approved by the Library Board Vice President.

**VI. Employee Conflict of Interest**

- A. The Library conforms to the City’s Purchasing and Conflict of Interest policies.
- B. The Library Director will inform the Board anytime that an employee participates directly or indirectly in the procurement process prior to awarding a contract.

**VII. Policy**

The Library is governed per State Statute, Chapter 43, by an autonomous Board appointed by the Mayor. The provisions of Wis. State Statute 43.58 take precedence over any portion of this policy that may conflict.

- 1. The provisions of Wis. Statute 62.15 for public construction take precedence over any portion of this policy that may conflict.
- 2. For city-funded expenditures, the Library Director and staff shall follow the City of Sun Prairie Purchasing Policy.

**VIII. Responsibility of the Library Director or Designee**

Responsibilities of the Library Director or Designee:

- 1. Ensure funds are available for purchases pursuant to the budget.
- 2. Ensure accounts are accurate in amount and a properly charged against the treasury.
- 3. Ensure the goods or services were duly authorized by the designated responsible party.
- 4. Provide a report of all expenditures to the Library Board monthly
- 5. Review Purchase Orders for accuracy and completeness before approval.

**IX. Employee Reimbursements**

An employee reimbursement form with the corresponding receipts attached and Library Director or Manager authorization will be presented to the Library Board for approval. Library staff will verify the appropriate budget account numbers and amounts prior to payment being made.

*Adopted: May 12, 2011*

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*Amended: May 10, 2018*

*Amended: December 10, 2020*

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*Amended: August 8, 2024*