



Procurement

Last modified **OCTOBER 18 2023**

The Rowan County Public Library (“the Library”) Board of Trustees desires to make all purchases and contracts in a transparent and competitive manner that represents the interests of the Library and county taxpayers. The Library will make all contracts, leases, or other agreements for the purchase of materials, supplies, equipment, or contractual services in conformance with the provisions of the Model Procurement Code.

The following local procedures for small purchases in no way modify the Local Model Procurement Code as adopted.

PURCHASING AUTHORITY

Unless otherwise provided for in this policy, the Executive Director or their designee shall have the authority to purchase or lease products or services within the budget adopted by the Board of Trustees, and may sign contracts and other instruments of the Board when authorized by the Board to do so. All procurement expenditures are subject to audit.

Any purchase or procurement of \$12,000.00USD or more which is not specifically included as an item within the approved budget shall be brought before the Board for approval.

PURCHASES OVER \$40,000.00USD

As required under KRS 424.260 and KRS 45A.385, all purchase orders or contracts for products or services in excess of \$40,000.00USD, except those exempted by the Local Model Procurement Code, shall be advertised for bid. Purchases may not be parceled, split, or scheduled over a period of time in order to subvert the intent of this requirement.

All relevant and applicable bid processes shall be conducted according to the provisions of KRS 424.130 and KRS 424.140.



Procurement

Last modified **OCTOBER 18 2023**

STATE OR FEDERAL (GSA) CONTRACT PRICING

As authorized under KRS 45A.050, KRS 45A.420, and KRS 66.470, the Library may purchase products and services outside the bidding process if those products and/or services meet the specifications of price contracts awarded by the State Finance and Administration Cabinet or the Federal Government.

PURCHASES LESS THAN \$30,000.00USD

Purchases of products and services less than \$30,000.00USD, but more than \$5,000.00USD, may be made in the open market, without newspaper or other advertisement. Such purchases shall, whenever possible, be based upon at least three (3) competitive written proposals or ascertained from vendors' price lists or other quote information, and award shall be made to the supplier offering the best value.

PURCHASES LESS THAN \$5,000.00USD

Purchases of products and services less than \$5,000.00USD may be made without competitive proposals, but shall be made with attention to the lowest possible cost, consistent with the needs of the Library regarding durability, performance, delivery, and service.

TAX EXEMPTION

As provided for by KRS 139.470(6), the Library is exempt from the Kentucky sales and use tax as applied to purchases of tangible personal property or services. This exemption applies only to purchases of property or services for use by the Library and cannot be claimed by a contractor purchasing property to be used in fulfilling a contract with the Library, nor by a Library employee or any member of the Board of Trustees for their own personal purchases.



Procurement

Last modified OCTOBER 18 2023

PAYMENT

All invoices and prepayments shall be paid promptly in accordance with generally accepted business and accounting practices.

The Executive Director, in conjunction with the Treasurer, shall be the disbursing officer of the Board of Trustees. In the absence or inability of the Executive Director and/or the Treasurer, these duties shall be performed by such other Board members or Library staff as the Board may designate.

Payments made by check in excess of \$2,500.00USD shall be cosigned.

All disbursements shall be submitted for approval monthly by providing to the Board a copy of the Treasurer's report.

PURCHASING ORDERS

The Library's business office(rs) shall develop and implement procedures for regular auditing of Library expenditures, and all other procedures necessary to carry out this policy.