

Purchasing

In accordance with applicable statutes and subject to any exclusions from or exceptions to the requirements of such statutes (*including, without limitation IC 5-22*) and the State Board of Accounts manual, the Board of Trustees, (sometimes *hereinafter variously referred to as the "Purchasing Agency" or the "Library Board"*) of the Hussey-Mayfield Memorial Public Library ("*Library*") establishes the following Purchasing Policy:

Purchasing Agents

The "*Purchasing Agency*" designates the staff including Library Director, Associate Directors and Board/Finance Assistant as Purchasing Agents. The Library Director and Associate Directors are designated as the Purchasing Agents who certify all disbursements to the Library Board. The Board/Finance Assistant shall be the Purchasing Agent responsible for maintaining purchasing records as outlined in the various purchasing statutes.-

The Library Director may designate yet another Library employee to serve as a "temporary" Purchasing Agent when all designated agents listed above are not available. [IC 5-22-4-6]

Purchases

Purchases/IDOC as Source

The Purchasing Agent shall check the availability of supplies and services as listed in the catalog furnished by the Indiana Department of Correction (*IDOC*) and shall purchase such supplies and services from IDOC when supplies and services

- (1) meet the specifications and needs of the Library,
- (2) can be purchased at a fair market price, and

(3) can be furnished in a timely manner. [IC 5-22-11] ¹

Purchases/RCP as Source

When supplies are not available from IDOC, the Purchasing Agent shall check the availability of supplies as listed in the catalog furnished by the Indiana Rehabilitation Center Products (RCP) and shall purchase such supplies from RSB when supplies

- (1) meet the specifications and needs of the Library,
- (2) can be purchased at a fair market price, and
- (3) can be furnished in a timely manner.

If the RCP cannot furnish an article listed in its catalog, the Purchasing Agent shall secure a written statement from the RCP stating the same. [IC 5-22-12] ²

Purchases/Commercial Sources

When supplies and/or services are not available from either IDOC or RCP, the Purchasing Agent may purchase such items from a commercial source in accordance with this Purchasing Policy.

Gifts

Any supplies, furniture, services, and/or equipment being offered as a gift to the Library will be accepted by a Purchasing Agent when the gift meets the specifications and needs of the Library, and when the benefactor purchases the supplies and delivers these to the Library, the procedures for purchasing supplies provided in this Purchasing Policy need not be followed.

¹ IDOC Catalog may be found at <https://secure.in.gov/apps/doc/penproducts/>

² RCP Catalog not currently available

On the other hand, when a donor gives a cash gift to the Library, purchases made with such cash gift must be acquired under the current Purchasing Policy of the Library. [IC 5-22-10-17]

Application of Code and Exercise of Appropriate Prudence in Purchasing

Due to the evolving complexities of the marketplace and the desire by the Board to get the most value for the dollars spent, each purchase will be made for the Library with the application and use of appropriate functions as allowed in the Indiana Code. A summary of these appears in Exhibit A³ that is made a part of this policy. Along with each purchase authorized by the Library Board, a list of functions will also be approved that will be applicable to that single purchase.

[See Exhibit A located on the Policy Page of the Library's website directly under the Purchasing Policy]

³ Excel file