

**Exhibit A of Purchasing Policy
June 16, 2011**

<u>Indiana Code 5-22</u>	<u>I.C. 5-22-8-2</u>	<u>I.C. 5-22-8-3</u>	<u>I.C. 5-22-8-1</u>	<u>I.C. 36-1-12-4</u>	<u>I.C. 36-1-12-4</u>
Expenditures / Types	<i>less than \$50,000</i>	<i>between \$50,000 & not more than \$150,000</i>	<i>less than \$150,000</i>	<i>between \$25,000 and less than \$50,000</i>	<i>over \$100,000</i>
Supplies: Purchase	See A. below	See B. below	May not artificially divide so as to convert to a small purchase.		
Supplies: Lease	See A. below	See B. below	May not artificially divide so as to convert to a small purchase.		
Services	May use any procedure per I.C. 5-22-6	May use any procedure per I.C. 5-22-6	May use any procedure per I.C. 5-22-6	May use any procedure per I.C. 5-22-6	May use any procedure per I.C. 5-22-6
Public Works				See C. below	See D. below
Real Estate					

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<p>A. An agent may make a purchase under small purchase policies established by the Library or under rules adopted by the Library Board.</p>	<p>B. May invite quotes from 3 dealers, shall mail invitation to quote at least 7 days before time fixed for receiving quotes, if receive a satisfactory quote then shall award a contract to the lowest responsible and responsive offeror for each line or class of supplies required. May reject all quotes. If do not receive quote from responsible and responsive offeror, then may purchase under I.C. 5-22-10-10.</p>	<p>C. Prepare general plans and specifications that do not limit competition. File documents in a place reasonably accessible to public, cite place in the notice. Publish notice per I.C. 5-3-1 calling for sealed proposals, etc.</p>	<p>D. Require bidder to submit a financial statement, a statement of experience, a proposed plan for performing the work, & the equipment that the bidder has available for the performance of the work. Statement shall be submitted on forms prescribed by the SBA.</p>	<p>FUNCTIONS Gifts - Use I.C. 5-22-3-2 <u>Specifications</u> - Use I.C. 5-22-5 <u>Bidding</u> - Use I.C. 5- 22-7 <u>Request for</u> <u>Proposals</u> -- May use I.C. 5- 22-9 <u>Special Purchases</u> - Use I.C. 5-22-10 <u>Preferences</u> - Use I.C. 5-22-15 <u>Contracts</u> - Use I.C. 5-22- 17 <u>Other</u> <u>Procedures</u> Use I.C. 5-22-18 <u>Determinations</u> - Use I.C. 5-22-16 & -19 <u>Disposition of Surplus</u> <u>Personal Property</u> - Use. I.C. 5-22-22</p>	<p>Plateaus of Approval for Supply and Service Purchases Manager or designee \$250 or less Associate Director \$1000 or less Director \$2500 or less Board &/or Committee between \$2501 - \$4999 Board Action \$5000 and above</p>
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