

| PEACE LIBRARY SYSTEM | | PURCHASING |
|----------------------|-------------------|-----------------|
| CATEGORY: | Finance | POLICY: F4-24 |
| DATE APPROVED: | 21 September 2024 | REVIEW IN: 2028 |

Purchasing authority and spending limits for staff shall be established at the discretion of the Chief Executive Officer (CEO). Any purchases for amounts greater than the individual staff spending limits shall be made only with the approval of the CEO.

Numbered purchase orders shall be used for all items purchased by the System, with the exception of those purchases made from petty cash or regularly occurring budgeted services. All purchase orders shall be generated by the online accounting system and forwarded to the vendor.

Each invoice shall be stamped with the following information signed off or filled in prior to payment:

P.O.# _____
Amount _____
Code # _____
Checked By _____
Approved By _____

The authorized individual who initiated the purchase shall sign indicating that the goods received have been checked and that payment has been approved. In the event the amount of the purchase is greater than the spending limit of the staff member receiving the goods, that staff member shall sign to indicate that the received goods have been checked. In such cases, approval of payment shall be made by the CEO.

Purchasing Authority

The following people have the authority to make purchases of materials and supplies, to the limits designated by the CEO, relating to their areas of operation or participation:

| | | |
|---------------------------------|---|-----------------|
| CEO | All Budget Categories | To budget limit |
| IT | Miscellaneous Supplies | \$3,000 |
| Consulting Services Manager | Programs & Supplies | \$1,500 |
| Collections Services Manager | Cataloguing Supplies, Database Access | \$3,000 |
| Executive Assistant | Office Supplies; Minor Building Repairs | \$500 |
| Desktop & Network Administrator | Computer Supplies | \$1,500 |
| Shipper/Courier | Auto Supplies and Repairs | \$1,000 |
| Designated Staff Member | Coffee Supplies | \$100 |

Chair's Signature: _____