

PEACE LIBRARY SYSTEM		PURCHASING	
CATEGORY:	Finance	POLICY:	F4-16
DATE APPROVED:	November 26, 2016	REVIEW IN:	2020

Purchasing authority and spending limits for staff shall be established at the discretion of the Director. Any purchases for amounts greater than the individual staff spending limits shall be made only with the approval of the Director.

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. Two copies are to be filed by the accounting department -- one alphabetically by vendor and one numerically. All invoices shall be forwarded (with a copy of the purchase order attached) to the purchasing authority.

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 Director.

Purchasing Authority

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

Assistant Director	All Budget Categories	\$1,000
Executive Assistant	Office Supplies; Minor Building Repairs	\$300
Technical Services Manager	Miscellaneous Supplies	\$750
IT Services Manager	Computer Supplies	\$750
Desktop/Network Administrator	Computer Supplies	\$300
Consulting Services Manager	Programs & Supplies	\$750
Courier/Shipper	Auto Supplies and Repairs	\$300
Designated Staff Member	Coffee Supplies	\$50

Chair's Signature: *Jeronica Juska*