

---

Clifton Park-Halfmoon Public Library  
**Purchasing Policy and Procedures Manual**

*ADOPTED BY THE BOARD OF TRUSTEES OF THE CLIFTON PARK-HALFMOON  
PUBLIC LIBRARY*

**Date: April 20, 2020**

<i>I.</i>	<i>PURCHASING STATEMENT</i> .....	4
<i>II.</i>	<i>INTRODUCTION</i> .....	4
<i>III.</i>	<i>PURCHASING GUIDELINES</i> .....	4
<i>IV.</i>	<i>PURCHASING PROCEDURES</i> .....	6
<i>V.</i>	<i>PURCHASING MATRIX</i> .....	7
<i>VI.</i>	<i>PURCHASING DOCUMENTATION</i> .....	9
<i>VII.</i>	<i>SOLE SOURCE AND SINGLE SOURCE</i> .....	10
<i>VIII.</i>	<i>EMERGENCY PURCHASES</i> .....	10
<i>IX.</i>	<i>PLANNING</i> .....	11
<i>X.</i>	<i>PREPAYMENTS</i> .....	11
<i>XI.</i>	<i>DELAYED DELIVERIES AND INFERIOR MATERIALS</i> .....	11
<i>XII.</i>	<i>DEPARTMENT OF LABOR - NOTICE TO WITHHOLD PAYMENT</i> .....	11
<i>XIII.</i>	<i>PETTY CASH</i> .....	12
<i>XIV.</i>	<i>COMPETITIVE BIDDING</i> .....	12
<i>XV.</i>	<i>BID APPROVAL PROCESS</i> .....	13
<i>XVI.</i>	<i>CONFLICTS OF INTEREST</i> .....	14
<i>XVII.</i>	<i>CERTIFICATES OF INSURANCE</i> .....	14
<i>XVIII.</i>	<i>STANDARDIZATION</i> .....	14
<i>XIX.</i>	<i>BIDDING TIMELINE</i> .....	15
<i>XX.</i>	<i>APPENDIX A - RELATED POLICIES</i> .....	16
<i>XXI.</i>	<i>APPENDIX B - AGREEMENT FOR USE OF BANK CREDIT CARD</i> .....	17

*XXII. APPENDIX C - AGREEMENT FOR ISSUANCE OF BANK CREDIT CARD. 18*

*XXIII. APPENDIX D - CREDIT CARD RESPONSIBILITY AND USE..... 19*

*XXIV. APPENDIX E - AUTHORIZED PURCHASING LIST..... 21*

*XXV. APPENDIX F - WARRANT PROCESS..... 22*

*XXVI. APPENDIX G - QUOTE FORM..... 23*

## **I. Purchasing Statement**

The Clifton Park-Halfmoon Public Library dedicates itself to the procurement of the right goods and services at the best value for the library in a timely manner assuring the prudent and economical use of public monies. We will facilitate the acquisition of goods and services in the best interest of the taxpayer and at the same time guard against favoritism, extravagance and fraud.

## **II. Introduction**

It is, therefore, essential that the purchasing policies and procedures of Clifton Park-Halfmoon Public Library be clearly established and understood by all concerned.

The Purchasing Manual has been prepared at the direction of the Clifton Park-Halfmoon Public Library Board as a statement of the policy upon which our purchasing practices and procedures are based.

The Library declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended.

## **III. Purchasing Guidelines**

All employees shall maintain effective and professional public, vendor and customer relationships.

To maintain a high level of quality service to our customers, we encourage our staff to participate in the numerous educational opportunities offered in the purchasing field; and to keep abreast of current developments in market conditions, pricing, new products and New York State laws as they pertain to the purchase of goods and services for the Library.

The purchasing procedures shall be administered in accordance with the Library's Conflicts of Interest Policy.

The purchasing procedures employed will comply with all applicable laws and regulations of New York State and shall be subject to the approval of the Library Board.

Each procurement request will be processed according to the guidelines set forth under the appropriate section of the attached Purchasing Procedures. The individuals responsible for purchasing are listed in Appendix E.

The Clifton Park-Halfmoon Public Library will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation shall include but not be limited to any and all pertinent Board resolutions, memoranda, written quotes, contracts and any other appropriate form of documentation.

When soliciting bids, certain specifications will be provided to suppliers relevant to that bid that will be incorporated into contracts awarded for the purchase of materials, equipment and services.

By adopting this purchasing manual the Board authorizes the Library Director or Business Manager to obtain all goods and services required and necessary for the operation of the Library by all means legally available by New York State law at the time of the purchase.

Supplies used by various Library departments should be uniform whenever consistent with operational goals in the interest of efficiency and economy.

Credit Cards shall be issued on an individual basis with the approval of the Board. Procedures covering their use are found in Appendix D.

No official or employee will have a financial interest in contracts entered into by the Library (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Clifton Park-Halfmoon Public Library Conflicts of Interest Policy.

The Clifton Park-Halfmoon Public Library will not be deemed responsible for any commitment made circumventing these procedures. If Library procedures are circumvented, disciplinary action may be taken and the party making said commitment may be held responsible for any costs incurred by the Library.

Library staff will annually review the Purchasing Policy and Procedures Manual and recommend modifications as necessary to the Library Board.

The unintentional failure to fully comply with the provisions of General Municipal Law Sections 103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the Clifton Park-Halfmoon Public Library, or any officer or employee thereof.

## **IV. Purchasing Procedures**

Purchases of supplies and services involving an estimated overall annual expenditure by the Library in excess of the limits in accordance with current General Municipal Laws will be awarded only after public advertising and solicitation of formal bids, or use of other appropriate means as allowed by law. Excluded from this are professional services, which are secured through a Request for Proposal.

Legal notices are published in the official Library newspapers, informing the public of the products or services being bid as well as being posted online as deemed appropriate.

Where formal bidding procedures are not required by law and/or resolution, pricing will be solicited by the Library pursuant to the procedure set forth in Section 104-b of General Municipal Law and this document.

The only exceptions are for procurement made pursuant to General Municipal Law section 103 (3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law section 162, Correction Law sections 184 and 186 (from “preferred sources” including articles manufactured in correctional institutions).

All quotations not secured by the Library shall be done by use of the attached “Verbal Quote Form”. This form is available to all employees upon request.

After solicitation for a particular procurement is made, the Business Manager or Director, with counsel from the Library Attorney or others as deemed necessary at the time, may choose to award to other than the lowest responsible dollar offeror. In such a case, the Business Manager or Director shall provide written justification for such action, and any other appropriate documentation will be added to the bid folder.

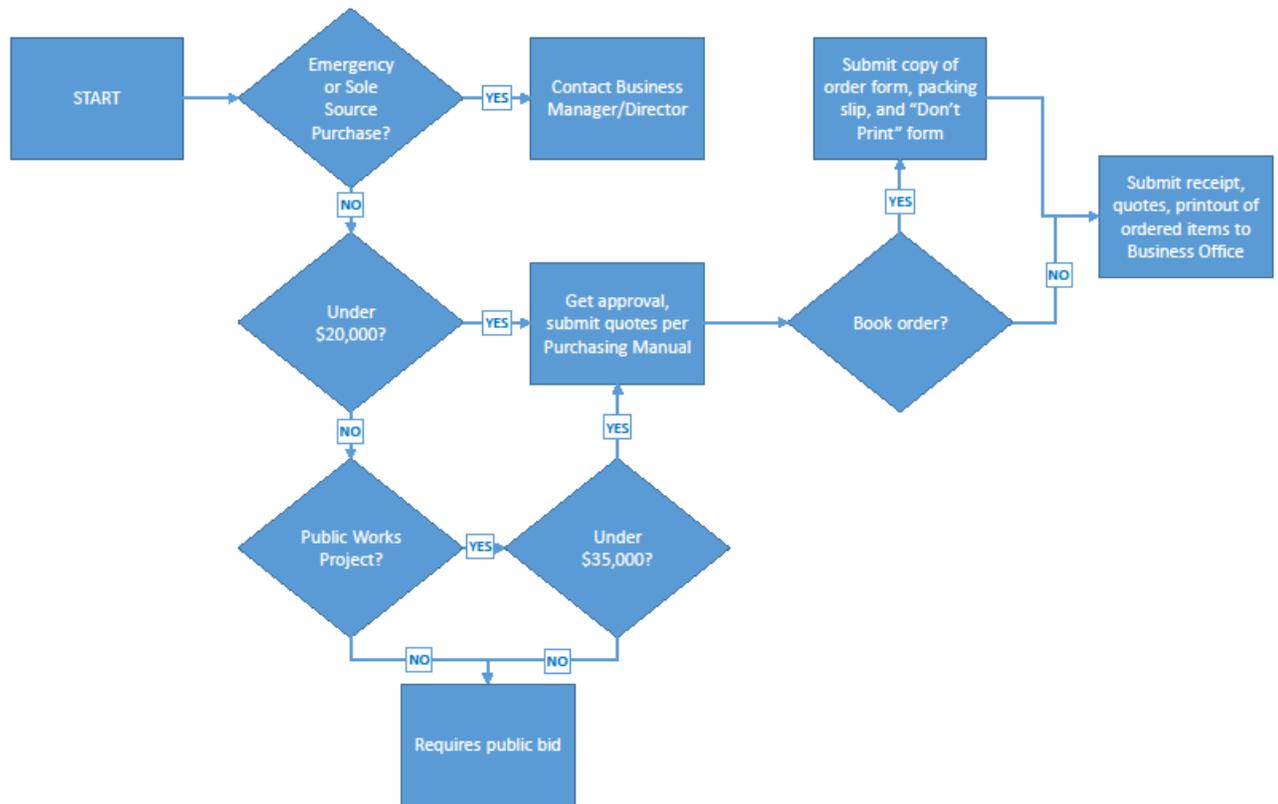
In certain situations, solicitation of alternative proposals or quotes is not practical. These may include: emergencies, true leases and sole source situations and combinations of professional services/purchases. In each of these cases, the

requesting department and Business Manager shall analyze, justify and clearly document the reasons behind the award. No awards shall be made before contacting the Business Manager or Director. In these cases, the “Verbal Quote form” shall be used as a basis to establish pricing and a contract.

## V. Purchasing Matrix

<b>Purchase Contracts</b>	<b>One (1) Verbal Quote</b>	<b>Two (2) Verbal Quotes</b>	<b>Three (3) Written Quotes</b>	<b>Bid Required</b>	<b>Approving Officers</b>
Under \$500	X				None required
\$500 - \$2,999.99		X			Department supervisor
\$3,000 - \$9999.99			X		Director or Business Manager
\$10,000 - \$19,999.99			X		Library Board
Product over bid threshold of \$20,000*				X	Library Board
Services or Public Works Project \$20,000 - \$34,999.99			X		Library Board
Public Works Project over bid threshold of \$35,000				X	Library Board
Sole Source Purchase		Contact Business Manager or Director			Director or Business Manager / Library Board

\* Including any total purchase over \$20,000 for a like item in a 12 month period.



Only the Director, the Business Manager or other agents of the Clifton Park-Halfmoon Public Library, as listed in the Authorized Purchasing List, may purchase on behalf of the Clifton Park-Halfmoon Public Library for purchases. Further, with the few exceptions including those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchasing documentation.

The materials, equipment, supplies and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by the department heads and recommended to the Director.

It is the responsibility of each department head to secure the appropriate bids or to investigate alternative supplies to ensure the most economical purchase of required items. The director or designee shall have the final authority on all purchasing decisions.

All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

The unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Clifton Park-Halfmoon Public Library or any officer or employee.

## **VI. Purchasing Documentation**

### One Verbal Quote

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Account or budget line
- Name and signature of employee who placed order
- In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a notation on the packing slip indicating the Polaris account to be charged
- Hard-copy printout of items ordered on-line

### Two Verbal Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line the order
- Hard copy print-out of items ordered on-line

### Three Written Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line
- Copy of written quote from vendors
- Hard copy print-out of items ordered on-line

## **VII. Sole Source and Single Source**

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering that product or an “or equal” product. Prior to a vendor being considered a sole source, a letter on the manufacturer’s official letterhead must be on file with the Library detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer’s letterhead must be on file with the Library confirming the single source authorized vendor.

## **VIII. Emergency Purchases**

By accepting this purchasing manual by means of resolution, the Board authorizes the Director or Business Manager to act in its behalf in declaring emergencies when in the best interest of the Library.

An emergency as defined by New York State is “any unforeseen event or situation that has transpired and has been determined to be an imminent threat to life or property and does not allow the Library to safely follow the normal regulations set forth in General Municipal Laws 100 – 104b.”

An emergency procurement is one in which an urgent and unexpected situation occurs where health and public safety or the conservation of public resources is at risk. Where an emergency exists, the Library may issue procurement contracts without complying with formal competitive bidding requirements. However, a reasonable attempt should be made to obtain at least three oral quotes. Failure to properly plan in advance – which then results in a situation where normal practices cannot be followed, does not constitute an emergency.

The Business Manager or Director will not approve an emergency purchase when the purchase is not justified, where the purchase is being made to circumvent established procedures or where there is lack of proper planning.

The Library Board will be informed as soon as possible when emergency purchases of a significant cost are made.

## **IX. Planning**

Once a need has been determined, within budgetary limitations, authorized purchasers may contact the Business Manager to help develop the specification for the quote or bid to get the best value possible for the expenditure of tax dollars.

## **X. Prepayments**

Clifton Park-Halfmoon Public Library takes the position, consistent with New York State Municipal Law (369); the State Comptrollers Opinion 81-83 and Opinion 81-90; and good business sense, that prepayments should not be made using Library funds. This constitutes a gift or loan of public funds to a private entity in violation of the State Constitution Article VII.

## **XI. Delayed Deliveries and Inferior Materials**

There may be occasions when inferior goods or services are received or the goods or services are not received in a reasonable amount of time. If this should occur the authorized purchaser should report the problem to the Business Manager or Director as soon as possible.

The Business Manager or Director will contact the vendor to resolve the problem; if necessary the Library Attorney will be contacted for assistance.

## **XII. Department of Labor - Notice to Withhold Payment**

On occasion the New York State Department of Labor, Bureau of Public Work, upon receiving complaints for non-payment of prevailing wages, shall direct the Library to withhold monies due to a vendor. These monies are held until notification is received from the Department of Labor as to how they are to be disbursed.

### **XIII. Petty Cash**

The custodian of the petty cash fund will request replenishment of the fund in advance of its depletion. An itemization of the disbursements made from the petty cash fund and a grand total of the claim will be attached to the actual documents supporting each petty cash transaction. All claims will be reviewed according to the warrant process.

### **XIV. Competitive Bidding**

Competitive bidding is required under the following General Municipal Law sections 103 and 104-b require annual purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000 be awarded to the lowest responsive/responsible bidder meeting the intent of the specifications after public advertising requesting submission of sealed bids.

Any time an item or project involves labor or both materials and labor (other than simple delivery of goods) it qualifies as a public works contract. Examples include contracts for construction, demolition, remodeling, maintenance, painting, paving and repair contracts, and lawn maintenance or snow removal.

In determining the necessity for competitive bidding, the **aggregate cost** of like items or commodities estimated to be purchased by the Library in a 12- month period beginning on the date of the first purchase are considered.

The Business Manager shall prepare bidding specifications; all bids shall include a non-collusion certification and indemnification agreement and all other documents required by General Municipal Law.

Formal bids/quotes containing a renewal clause shall be for a term of 12 months with optional renewals for two- twelve months periods if mutually agreeable by the vendor and the Clifton Park-Halfmoon Public Library Board. Exceptions to this are for contracts such as elevator maintenance, software, etc. where a vendor will not enter an agreement at certain pricing unless it is for a longer specified period of time.

The advertisement for bids shall at a minimum contain a description of the goods and/or services being solicited, a statement of the time and place where all bids will be publicly opened and read, the time and place of any pre-bid meetings and a

description of where and how bid documents may be obtained. All bid openings will be conducted at a public meeting and all interested parties may attend.

Lists of recipients of bid documents shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a Library department for this information are to be directed to the Business Office.

After the public opening of a sealed bid, a tabulation sheet shall be prepared recording all pricing as submitted by the responding vendors. The Business Manager shall evaluate the bid responses and prepare a bid evaluation. This, along with the tabulation sheet, copies of the bid responses and all supporting documentation needed to evaluate the bid responses, shall be reviewed by the department requesting the goods or services.

Once the requesting department and the Business Office are in agreement as to the responsive/responsible vendor, a recommendation shall be presented to the Board for final award. The requesting department shall also be responsible for submitting any contract renewals with the proper supporting documentation.

When laborers, workers or mechanics are employed, they are entitled to prevailing wage rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Payment for services will not be made until certified payrolls are received by the Business Office. Certified payrolls are required to be kept on file by the Business Office.

## **XV. Bid Approval Process**

Contracts for goods and services will be awarded by the Clifton Park-Halfmoon Public Library Board after the following conditions are met:

1. Sufficient appropriations are contained within the current budget (or budget transfer has been completed).
2. The bids are reviewed to ensure they meet the intent of the specifications.
3. The award is made to the bidder submitting the lowest responsive and responsible bid per specifications or best value.
4. The requesting department shall document the rejection of any low bid deemed non-responsive or non-responsible. The vendor may request to meet with the Business Manager, Director, or Library Attorney to discuss the

rejection. The documentation detailing the rejection shall be attached to the bid evaluation form in the bid folder.

## **XVI. Conflicts of Interest**

Library employees and trustees are required to sign and comply with the Library's Conflicts of Interest Policy and Whistleblower Policy

## **XVII. Certificates of Insurance**

The Clifton Park-Halfmoon Public Library maintains evidence of vendor insurance, with ACORD forms on file for vendors who provide services to the Library.

Before the Library can enter into a contract with a vendor, valid insurance forms must be on file; this includes proof of worker's compensation and disability forms as required by New York State Workers' Compensation and Disability Benefits Laws plus any additional insurance as indicated in bid, quote or proposal specifications.

## **XVIII. Standardization**

General Municipal Law Section 103 makes it possible for the Library to standardize on a particular type of material or equipment. A resolution approved by at least two-thirds majority of the Library Board shall state that there is a need for standardization for reasons of efficiency or economy. The resolution shall contain a full explanation supporting such action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

Standardization should be used very sparingly and only after careful consideration of the ramifications to future purchases and maintenance costs.

## XIX. Bidding Timeline

The following list represents the minimum time required to complete a bidding cycle.

Not all items pertain to all bids. Contact the Business Office before starting any project requiring a bid. This list is meant as a guideline, not a hard and fast rule. Times may be shorter or longer depending on the circumstances.

<b>RFP Process</b>	<b>Responsible Party</b>	<b>Timeline (estimate)</b>
Business Office reviews documents	Business Manager or Library Director	15 days minimum
Board Committee review and approve documents	Board Committee	15 days minimum
Printing documents	Business Office	5 days
Publish notice in newspapers	Business Office	3 days
Vendors pick up bids	Vendors	Minimum 15 days
Pre-bid meeting	Vendors/Business Office/Staff	1 day
Issue addendum	Business Office	7 days
Submission of bids/opening of bids	Vendors/Business Office/Staff	1 day
Evaluation / Tabulation/Review of bids	Business Office / Staff	15 days
Library Board Committee review	Board Committee	15 days
Recommendation on Board Meeting agenda	Library Director	15 days
Approval at library Board Meeting	Library Board	1 day
Notice of Award to successful vendor	Business Office	5 days
Contract signed; bonds, insurance received	Business Office / Library Director	10 days
Anticipated delivery time	Vendor	varies
Project start date	Vendor	varies
Completion of project	Vendor	varies

## **XX. Appendix A - Related Policies**

It is expected that anyone using this policy is also compliant with the following policies:

Policy 7.8 Fixed Asset Capitalization Policy

Policy 7.9 Surplus Books, Furniture and Equipment Policy

Policy 2.4 Conflicts of Interest Policy

Policy 2.5 Whistleblower Policy

## XXI. Appendix B – Agreement for Use of Bank Credit Card



### Financial Procedures Agreement for Use of Bank Credit Card

---

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card. Inappropriate use includes using the Library credit card to charge materials for personal use.

It must be understood that any online account created for the benefit of the Library will be reported to the Business Manager. The Business Manager will be provided with the name of the business, the website address, and reason for account, who will use it, the user name and password.

---

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## XXII. Appendix C - Agreement for Issuance of Bank Credit Card



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

### Financial Procedures Agreement for Issuance of Bank Credit Card

---

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card, it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

---

---

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

<b>Card Number:</b>	
<b>Card Issued:</b>	

<b>Card Holder:</b>	
<b>Card Holder Signature:</b>	
<b>Date:</b>	

## XXIII. Appendix D – Credit Card Responsibility and Use



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

### Financial Procedures Credit Card Responsibility and Use

---

1. Bank credit cards are established in the name of the Clifton Park-Halfmoon Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library.

Bank credit cards will be issued to the Director and Business Manager under one account. The total credit limit of the account is \$25,000.

2. Prior to initial receipt of any credit card, eligible employees must complete and sign the Agreement for use of Bank Credit Card form stating that they understand and will comply with the Library's Credit Card Responsibility and Use procedures.
3. Expenses may be incurred with the credit card only if all of the following conditions are met:
  - a. Expenditures must be within the guidelines of the particular activity of the approved budget. **The card is not to be used for any personal expenses.**
  - b. Proper documentation to support the expenditure must be sent to the Business Office immediately after the purchase is made. Documentation is to include:
    - **Credit Card Purchase Tracking Form** attached to the original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase or a hard copy print-out of items ordered on-line
    - In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a completed **Credit Card Purchase Tracking Form**
    - For purchases over \$500 a completed **Verbal Quote Form** indicating the date of the quote, vendor/supplier name, quoted price, vendor

representative name, staff initials and account or budget line must also be submitted.

4. Tax Exemption Certificates are available in the business office. The Library is an exempt unit of local government, and no sales tax should be charged on purchases made on the Library's behalf.

The credit card will be kept in the Business Office for safe keeping. Staff will be asked to sign out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

## XXIV. Appendix E – Authorized Purchasing List



### Financial Procedures Authorized Purchasing List

The following staff members, with preapproval, are authorized to purchase materials on behalf of the Clifton Park-Halfmoon Public Library in accordance with established purchasing policies and procedures:

Employee	Title	Department	Purchasing Limit
Alex Gutelius	Director	Administration	\$9,999.99
Lisa Oddo	Business Manager	Administration	\$9,999.99
Jim Foster	Asst. Director	Administration	\$2,999.99
Lou Ann Stewart	Asst. Director	Administration	\$2,999.99
Russ Miller	Facilities Manager	Administration	\$2,999.99
Stephanie Carpenter	Librarian Assistant - PR	Administration	\$2,999.99
Rebecca Dyehouse	Head of Adult Services	Adult Services	\$2,999.99
Melinda Taormina	Head of Youth Services	Youth Services	\$2,999.99
Paula Weaver	Head of Access Services	Access Services	\$2,999.99
Thomas Schlatter	IT Supervisor	IT	\$2,999.99
Judy Gerwitz	Principal Clerk	TP	\$499.99
Mary Carrier	Computer Support	IT	\$499.99
Vincent Gizzi	Computer Support	IT	\$499.99
Linda Loeser	Librarian	Adult Services	\$499.99
Alison Starkey	Librarian	Adult Services	\$499.99
Emily Martin	Librarian	Adult Services	\$499.99
Gwen Weldy	Librarian	Adult Services	\$499.99
Janet Kreason	YS Specialist	Youth Services	\$499.99
Marybeth Hassett-Murphy	Librarian	Youth Services	\$499.99
Emily Martin	Librarian	Adult Services	\$499.99
Stephanie Dobiecki	Librarian	Adult Services	\$499.99
Ashleigh Whitfield	Librarian	Youth Services	\$499.99
Samantha Green	Librarian	Youth Services	\$499.99
Barbara Reese	Librarian Assistant	Youth Services	\$499.99
Patty Dailey	Page Coordinator	Paging	\$499.99
Maggie Hume	Senior Clerk	Circulation	\$499.99
Patty Bullock	Facilities Support	Facilities	\$499.99
Andie Talmadge	Clerk	Administration	\$499.99
Amanda Menneto	Website Support	Administration	\$499.99

## XXV. Appendix F – Warrant Process

### Warrant Process

1. Account clerk opens mail, matches bills with order forms and/or shipment statements.
2. Pricing and order is verified and approved, with signature, by the person who ordered
3. Paperwork is given to Business Manager who reviews bills. When the bills are tied to a contract, the Business Manager makes sure the bill adheres to the terms of the contract.
4. The Business Manager enters bills into the accounting software for payment.
  - a. Any payment by wire or ACH is entered directly into the checking account within the accounting software.
5. The Business Manager prints the checks.
6. The Business Manager enters the following data on the Warrant: (1) claimant (company being paid), (2) account being charged, (3) the amount of the bill, and (4) payroll expenses. The check numbers are listed and the form is sorted by check number so it is apparent if a check number is missing or duplicated.
  - a. ACH and wire payments are listed and appropriate backup is supplied
7. Payroll data is listed for the time period covered by the warrant.
8. The Business Manager transfers money from the money market fund to the checking account to cover the expense of the warrant.
9. The Director of the Library, the Treasurer and a minimum of one other member of the Board of Trustees reviews the bills in detail each month. The Treasurer or Board President signs the checks. For checks over \$15,000 the signatures of both Treasurer and President are required. Also, any trustee is permitted to review the claims at any time. They initial and date each check stub that is attached to the bills. The Director also lists the account to be charged.
10. When the board meeting agrees with the warrant date, the Director brings the warrant to the meeting for all Trustees to review and sign. When the warrant is not produced for the board meeting, the Business Manager sends an electronic copy of the warrant to the Trustees who review and email approval. For warrants approved by email, a paper copy is provided to Trustees at the monthly board meeting for Trustees to review and sign. Checks are sent to the claimants only after at least 6 trustees have approved the warrant.

# XXVI.Appendix G - Quote Form

## Clifton Park-Halfmoon Public Library Verbal Quote Form

Name: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Obtaining Quotes

\_\_\_\_\_  
Signature of Supervisor for purchases \$500-\$2999.99

\_\_\_\_\_  
Signature of Director or Business Manager for purchases of \$3000 or more

Item/Model #	Quantity	Description of Service/Item	Unit Cost	Extended Cost
		<b>Total Project/Item Cost</b>		

Is Freight/Shipping Included in the Pricing? Yes \_\_\_\_\_ No \_\_\_\_\_ \$ \_\_\_\_\_

Prevailing Wages Required? Yes \_\_\_\_\_ No \_\_\_\_\_ PRC # \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Rep. providing quote: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Initial Adoption Date: 3/16/2015

Modified Date	Description of Modification
	New document; included previous Purchasing Policy #7.7
3/22/16	Minor wording changes in document for clarification; eliminated duplication under Emergency Purchases; revised items 2 and 4 under bid approval process; revised description of bid process; updated list of authorized purchasers
6/19/17	In section III wording changes to refer to all relevant NYS laws rather than specific sections of GML.; Other minor wording changes; updated list of authorized purchasers.; new quote form
5/13/2019	Minor wording change; replace bidding timeline with a table; updated list of authorized purchasers; removed policies from appendices and replaced with references to the policies
4/20/2020	Minor edits for consistency; updated list of authorized purchasers