

## **WESTCHESTER PUBLIC LIBRARY SMALL PURCHASE POLICY**

The Westchester Public Library Board is a governmental body that is authorized to disburse payment for purchases according to Indiana Code 36-12-3-16.

The Westchester Public Library Board is the "Purchasing Agency."

Purchases costing less than \$50,000 and not included in the Library law (IC 36-12) are governed by this policy as required by IC 5-22-8-2.

In making purchases of less than \$50,000 the following guidelines shall be followed:

The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website.

Preferences will be given to products manufactured in the United States.

Preferences will be given to purchasing from Westchester Township, Porter County, or Indiana businesses in accordance with IC 5-22-15-20.9.

Purchases will not be artificially divided so as to constitute a "small purchase."

If the purchasing agent expects the purchase to be more than \$50,000 but not more than \$150,000, the purchasing agent shall solicit quotes from at least three vendors known to provide the goods or services required, as specified in IC 5-22-8-3.

Adopted this 12th day of January, 2012.