

3.	FINANCE	
3.3.	Purchases & Expenditures	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

- 3.3.1. All purchases and expenditures are subject to the annual budget approved by the Library Board and the limits set in this policy. The Library Board must approve by formal resolution any purchase not in the budget, regardless of amount.
- 3.3.2. Purchasing decisions are made on the basis of price, quality and availability of the goods or services.
- 3.3.3. A competitive bid process shall not be required for single purchases \$10,000 or less. The Cranbrook Public Library may, in its judgment, utilize current vendors meeting requirements with proven performance history with the Library. If no current supplier is available, written quotations will be sought from new vendors meeting requirements.
- 3.3.4. For single purchases of \$10,001 to \$50,000 written quotations will be sought from a minimum of three qualified vendors, unless three are not available, meeting requirements.
- 3.3.5. The Chief Librarian, or the Deputy Librarian when the Chief Librarian is absent, must approve single purchases of \$50,000 or less.
- 3.3.6. For single purchases greater than \$50,000 formal competitive bids will be sought from a minimum of three qualified vendors, unless three are not available, meeting requirements. A pre-qualification tendering process will be used unless the Chief Librarian specifies an open tender process. In the pre-qualification tendering process, the following documents will usually be used:
- covering letter;
 - instructions to tenderer detailing administrative procedures relating to the tender e.g. dates and times, method of tender return, evaluation criteria and where tender queries should be directed;
 - invitation to tender, including:
 - specification of requirement,
 - service level agreement.
- 3.3.7. The Library Board must approve single purchases greater than \$50,000 by a formal resolution.
- 3.3.8. The Chief Librarian must approve travel expenditures up to and including \$1,000 for any one individual. The Chief Librarian together with the Chair or Vice Chair of the Library Board must approve travel expenditures in excess of \$1,000 for any one individual.