Small Purchase Policy

The *E Bloomfield Eastern Greene* Library Board is a governmental body that is authorized to disburse payment for purchases according to Indiana Code 36-12-3-16. The *Bloomfield Eastern Greene* Public Library Board is the "Purchasing Agent." The Bloomfield-Eastern Greene County Public Library Board appoints its Director as Purchasing Agent.

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 ____*Greene*____ County businesses when total cost, quality and timeliness of delivery are comparable.

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

If the Purchasing Agent expects the purchase to be at least $50,000 and not more than $150,000, the Purchasing Agent may purchase any supplies (except real estate property) by inviting quotes from at least three persons know to deal in the lines or classes of supplies to be purchased. The invitation to quote shall be mailed to the persons invited to quote at least seven days before the time fixed for receiving quotes. All other procedures in IC 5-22-8-3 shall be followed.

Adopted this 29th day of December 2011

Nay	Aye
_____	*Dinah Fuller*
_____	*Imodu Bladen*
_____	*Raedean Chunley*
_____	*Carol Ann Dalbott*
_____	*Pam Champh*
_____	*Judy A. Branstetter*
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