

## **JERICHO PUBLIC LIBRARY PURCHASING POLICY**

The staff member processing invoices for payment will adhere to the JPL “Schedule for Purchase of Goods and Schedule for Expenditures for Public Work Projects and Services” included in our Procurement of Goods and Public Work Projects and Services Not Requiring Competitive Bidding Policy.

For reasons of efficiency and economy the Board approves the following schedules:

### **SCHEDULE FOR PURCHASE OF GOODS**

<b><u>AMOUNTS</u></b>	<b><u>BID SOLICITATION</u></b>	<b><u>QUOTES</u></b>
Under \$4,000	Written	1 written quote
\$4,001 - \$10,000	Written	2 written quotes
\$10,001 - \$20,000	Written	3 written quotes

### **SCHEDULE FOR EXPENDITURES FOR PUBLIC WORK PROJECTS AND SERVICES**

<b><u>AMOUNTS</u></b>	<b><u>BID SOLICITATION</u></b>	<b><u>QUOTES</u></b>
Under \$6,000	Written	1 written quote
\$6,001 - \$25,000	Written	2 written quotes
\$25,001 - \$35,000	Written	3 written quotes

Adopted by the Jericho Public Library  
Board of Trustees October 10, 2017  
Reviewed and Reaffirmed May 12, 2022