



Fort Hunter

FREE LIBRARY

167 Fort Hunter Road • Amsterdam, NY 12010

518.829.7248

Policy Title: Finance Policy – Purchasing

Policy Purpose: The purpose of the Purchasing Policy is addressed in General Finance Policies

Policy Statement: FHFL purchases goods and services needed to implement its mission through a process that promotes efficient and effective use of system resources, as well as sound record-keeping control. The Director will approve all purchases within the guidelines set forth by the approved Budget. Any purchases outside of the approved Budget will be brought to the Board for approval prior to purchase.

Administration: Purchasing Guidelines

Purchasing Agent:

The FHFL Library Director is the Purchasing Agent of the Organization. All purchases must be approved through the budget process. Any purchases outside of the budget must be brought to the Board for approval prior to purchase.

Professional Services and Insurance

FHFL will seek competition in procurement of Legal Services, Audit Services and Insurance through periodic checking of quotes and through requests for proposals.

All Other Purchases

For all other purchases, FHFL will seek completion in procurement through checking prices with various vendors.

Approved: