

GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL

PURCHASES	NUMBER	PAGE: 1 of 1
	EFFECTIVE DATE: July 1, 2009	
	APPROVED: June 25, 2009	

I. **PURPOSE**

This policy provides guidelines on the financial management of the Library's operating budget for the Library Director. The Director shall be delegated responsibility for purchase of materials, supplies, and equipment required for proper operation of the Library, and for the financial operation of the Library within the limitations of the budgeted appropriation.

II. **POLICIES**

- a. The Library Director shall make all decisions related to purchases from the Library's annual operating budget accounts, and trust and agency accounts in accordance with all applicable New York State Laws and with the Town of Greenburgh Purchasing Department Manual dated January 31, 2009.
- b. The Library Director is authorized by the Library Board to approve all requisitions, and claim vouchers associated with payments from the operating budget accounts and trust and agency accounts.
- c. Purchases from the Library's capital budget require approval by a majority vote of the Library Board. After capital budget purchases are approved the Library Director is authorized to execute the Library's Board decision.
- d. The Library Director will report all payments made against any Library account to the Library Board at its next regularly scheduled meeting.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.