

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Purchasing Policy; Authorization for Budgeted Purchases

POLICY NUMBER: 5030

5030.1 The Library District seeks to purchase products and services of the highest quality from the lowest-cost source. However, lowest cost will not be the sole factor in selecting vendors of products and services. Value, future costs and quality of service will be given equal weight.

5030.1.1 The Library District may choose to give additional weight to a local Dixon vendor.

5030.2 The District Librarian is delegated the authority to enter into contracts for the purchase of any product or service approved in the current fiscal year budget in accordance with the policies set forth herein.

Adopted 06/19/2006