

PURCHASING POLICY

STATE AND FEDERAL LAWS

All purchases will be made within the legal requirements of the laws of the State of Georgia and of the United States with the advice of the Regional Director as necessary. Individual libraries affiliated with the Northeast Georgia Regional Library System may use this policy or establish their own policy so long as all purchasing is made in compliance with state and federal laws.

SMALL PURCHASE POLICY

Purchases for less than \$10,000 may be made without soliciting bids or proposals.

In making purchases of less than \$10,000 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.
- Preferences will be given to products manufactured in the United States.
- Preferences will be given to purchasing from businesses in the county where the library is located or within the counties of the Northeast Georgia Regional Library System when total cost, quality, and timeliness of delivery are comparable.

LARGE PURCHASE POLICY

If the purchase is expected to be more than \$10,000 the purchasing agent shall solicit quotes from three or more vendors known to provide the goods or services required. The requirements of the State of Georgia and the United States Government will be followed for such goods or services unless provided through agencies listed in the Government Contract Purchases Section.

GOVERNMENT CONTRACT PURCHASES

The libraries may purchase goods and/or services outright through State of Georgia Contract, the U.S. Communities Government Purchasing Alliance, Regional Education Services Agency Cooperative Purchasing, or through local governmental contracts.