

Purchase Approval Process

Revised April 12, 2011

1. All purchases must be pre-approved by submitting a three-part Purchase Requisition form (copy attached) to the Executive Director.
2. In the absence of the Executive Director, two (2) Department Heads can authorize an emergency purchase up to the amount of \$500. A purchase qualifies as an emergency in either of these situations:
 - a. Loss of property amounting to more than \$500 in damages will occur if the funding is not authorized in 24 hours.
 - b. Imminent, serious injury to people is possible if funding is not authorized in 24 hours.

No purchase will be funded without the signature of either the Executive Director or the signatures of two (2) Department Heads.

3. Purchases/repairs that the Borough funds must be pre-approved by the Borough.
 - a. A detailed list of these items is attached. In the absence of the Executive Director, an emergency Borough purchase requisition form may be co-signed by two department heads if the emergency conditions in the definition above are met. This form should be faxed to Jenny Lin or Richard Cummo at Borough Hall at fax number 908-766-2401. Emergency requests are usually authorized within a day or two.
 - b. When in doubt, send the Borough a Purchase Requisition form. If the emergency was not actually a Borough responsibility, the Executive Director will correct the situation.
4. Routine office supply ordering requires purchase approval but has additional steps – see separate procedure under *Supply Ordering*.
5. Requirements for Quotes:
 - a. Purchase requests for items costing more than \$300 but less than \$3,150 per item require solicitation and documentation of three (3) verbal quotes. Exceptions include:
 - i. Purchases from state contract vendors
 - ii. Proprietary items (available from only one vendor)
 - iii. Items subject to internal annual price quotes
 - b. Obtain written quotes from vendors in the following situations:
 - i. There is a \$100 or greater per item price difference among vendors with no apparent cause.
 - ii. Item cost is \$3,150 or more.
 - iii. Annual aggregate spending may be \$3,150 or more from this vendor (usually handled via annual quote – check with the Executive Director).
 - c. For annual aggregate spending of \$17,500 or more, *Pay-to-Play* process and documentation is required from Library Board or public bidding process – refer for Executive Director.
6. Do not make changes to orders that have been approved. Submit a new Purchase Requisition form with the replacement box checked for re-approval.

Summary of Memorandum of Understanding

The Council of the Borough of Bernardsville and the Trustees of the Free Public Library of Bernardsville both support the library building responsibility schedule detailed below effective January 1, 2008. Responsibility for issues includes financial responsibility, decision-making responsibility, implementation, and preventative maintenance planning and implementation.

Item	Functional Area	Arrangement agreed upon 7/9/07 by Borough Council and 7-10-07 by Library Board of Trustees
Gutter Cleaning	Building Exterior	62% attributable to Bernardsville Public Library; 38% attributable to tenant
Painting – exterior and banisters	Building Exterior	100% attributable to Borough
Painting – interior -- entire	Building Interior	100% attributable to Bernardsville Public Library (library floor only)
Trash Service	Disposal	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Fire Extinguisher inspection	Fire Systems	62% attributable to Bernardsville Public Library; 38% attributable to tenant
Fire Sprinkler & Alarm: 3 separate expenses for alarm system inspection, system monitoring and fire sprinkler maintenance	Fire Systems	Borough handles
Grass Mowing	Grounds	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Lawn Sprinkler Maintenance	Grounds	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Spring Cleanup and Fall Cleanup, trimming, pruning, remove dead plants	Grounds	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Weed Control	Grounds	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Weed preventative application in grassy areas	Grounds	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Weed treatment on patios	Grounds	100% attributable to Bernardsville Public Library
HVAC maintenance contract and routine maintenance not covered (such as belts)	Heating/AC	100% attributable to Bernardsville Public Library
HVAC repairs	Heating/AC	Borough handles
Ballasts	Lighting	100% attributable to Bernardsville Public Library
Doors	Misc.	Door expenses attributable to whichever level the door is on
Parking lot maintenance including bulbs	Parking Lot	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Replenishing stone/mulch	Parking Lot	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Snow removal	Parking Lot	25% attributable to Bernardsville Public Library; 75% attributable to tenant, businesses benefiting from parking and Borough
Plumbing	Plumbing	Each level handle own fixture; Borough handles other
Roof needs	Roof	Borough handles
Security Contract	Security	100% attributable to Bernardsville Public Library
Electricity to library floor, building exterior and parking lot	Utility	Leaving open until Public Works Committee investigates costs (possibly install separate meters)
Sewer	Utility	62% attributable to Bernardsville Public Library; 38% attributable to tenant
Water to building on one meter	Utility	Leaving open until Public Works Committee investigates costs (possibly install separate meters) – Library pays and bills tenant
Windows sealing	Windows	Punchlist item – Borough retains

**Bernardsville Public Library
Purchase Requisition**

<i>Step 1: Requester forward completed section below to Executive Director.</i>			
Request Date <input type="checkbox"/> Replacement request (if applicable)	Requested By	Department	
Items or Services			
Vendor			
Quantity	Unit Price	Shipping Costs	Total Cost
Any additional information on shipping costs, etc.			
Quotes Information (check one): <input type="checkbox"/> No quote required per policy (cost less than \$300) <input type="checkbox"/> No quote required - state contract vendor <input type="checkbox"/> No quote required - proprietary item <input type="checkbox"/> No quote required - internal annual price quote applies <input type="checkbox"/> Verbal quotes notes attached <input type="checkbox"/> Written quotes attached			
Deliver To	Account	Class	
Signature of Requester	Date		
<i>Step 2: Executive Director approval required (or 2 Department Heads in emergency situation).</i>			
<input type="checkbox"/> Purchase Approved <input type="checkbox"/> Purchase Denied	Director's Signature	Date	
<input type="checkbox"/> Qualified Emergency Purchase	2 Department Head Signatures	Date	
<i>Step 3: Order item. Certify item received and working properly here or on bill – forward to Accounts Payable. Retain designated copy.</i>			
<input type="checkbox"/> Received and adequate – pay bill.	Signature	Date	

White = Executive Director / Yellow = Order Placer / Pink = Accounts Payable