

3 PERSONNEL  
3.11 Purchasing Authority

The following staff positions may authorize a purchase of library materials, services, or equipment as follows. Purchases will conform to all applicable laws and library policy.

	<u>For Library Materials</u>	<u>For Services and Supplies</u>	<u>For Equipment</u>
Director (level 10)	no dollar limit	no dollar limit	no dollar limit
Assistant Director, IT Manager (level 9), Finance Manager (level 9)	no dollar limit	up to \$75,000	up to \$75,000
Audiovisual, Children's, Reference, Technical Services, Young Adult Managers (level 8)	up to \$10,000	up to \$5,000	up to \$1,000
Other Level 8 Managers	up to \$1,000	up to \$5,000	up to \$1,000
Level 7 Staff	up to \$1,000	up to \$100	not authorized
Administrative Assistant (level 6)	not authorized	up to \$5,000	up to \$100
Other Level 6 Staff	up to \$1,000	up to \$100	not authorized
Level 5 Staff	not authorized	up to \$100	not authorized
Grade Levels 1 and 3 Staff	not authorized	not authorized	not authorized

**Commented [NN1]:** Change date after Board approves

**Commented [NN2]:** Change to level 11

**Commented [NN3]:** Delete

**Commented [NN4]:** Change to level 10 – all 3 positions are level 10

**Commented [NN5]:** Change to level 9

**Commented [NN6]:** Change to level 9

**Commented [NN7]:** Change to level 8 and level 7