



Policy 2-5	<b>Spending and Signing Authority</b>	<b>Created:</b> 03/02/2020 <b>Revised:</b> 3/28/2023 <b>Approved:</b> 7/19/2023
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**I. Purpose**

The purpose of this policy is to establish spending and signing authority for the Library Director in order to execute agreements with third parties for and on behalf of the District as delineated by the Library District Board.

**II. Spending Authority**

With respect to third-party agreements and contracted expenditures, the Library Director will follow Board priorities as outlined in the District’s annual budget. Specifically:

1. The Library Director is hereby authorized to make single purchases for amounts not to exceed \$50,000 of budgeted expenses, unless already approved within the fiscal year’s adopted budget.
2. The Library Director is hereby authorized to make purchases of multiple items that result in an aggregate cost exceeding \$50,000 insofar as these combined expenditures are specifically budgeted during the annual budget process and as long as the total cost does not exceed the budget allocation. (Examples: book purchases, payroll costs, computers.)
3. The Library Director is hereby authorized to approve purchases, in any amount, that were previously approved by the Board as part of a contract award. (Example: construction costs.)
4. The Library Director is hereby authorized to approve the purchase of emergency services or materials with the caveats that these purchases comply with Oregon Revised Statutes, the District’s Contracting Rules & Procedures policy, do not exceed the budgeted allocation for the pertinent expenditure category and that the Board will be informed of the expenditures in a timely manner.

All purchases must comply with the District’s public contracting rules and purchasing procedures.

**III. Signing Authority**

The Board may delegate authority to the Library Director to enter into contracts or to sign other written instruments and to take financial actions binding on the District. Accordingly, the Board hereby delegates signing authority to the Library Director to sign any contract or agreement that does not specifically require Board action, as outlined in Section II of this Policy.