# Underwood Memorial Library Purchasing Policy

The Underwood Memorial Library will make all purchases in accordance with the Town of Fayette’s Administrative Ordinance Section 5.20 Purchasing Guidelines.

Every effort must be expended to procure Library materials as economically as possible. As an example, the Librarian should use Baker and Taylor ( a resource negotiated by the Maine State Library to assist small libraries) as a first tool.

The Librarian will fill out purchase orders for all items to be purchased once a month; both the Librarian and the Chair of the Library Board of Trustees, or their delegated proxies, must sign all purchase orders.

The Librarian will order the items and send the purchase orders with signatures to the Town, as per the Administrative Ordinance.