PURCHASING AND ACCOUNTING PROCEDURES

Library Budget:

The Library Director submits an annual budget request to University administration. Library faculty and staff are asked to identify needs and make recommendations about items to include in the annual budget. The library budget is approved each year after the beginning of the fiscal year, July 1, and expenditures may be made after that date. The University budget is an open document, and a copy is placed at the reference desk for public use.

After the budget is approved, anticipated expenditures in various areas such as books, serials, binding, Amigos, etc. are allocated based on previous costs, usage, academic programs, and new materials and services to be added. Degrees and enrollment are used in determining the amount allocated to each division/department for purchase of books and serials. A formula was established to help the allocating of book funds to the various subject areas/disciplines.

The library budget is the total responsibility of the Library Director for justifications of expenditures, allocations for various departments and services, record keeping, and auditing procedures.

Purchasing:

When funds are available any library faculty or staff member may request the purchase of anything related to the library.

The following procedures must be followed:

1) Locate the specification of the desired product on the web or in a recent catalog. Print out a copy of the specifications, highlighting pertinent information such as size, color, or any other particular requirements.
2) Submit, in writing, the request with a brief justification, to the Director of Libraries.

3) If approved the Director will give the request to the Administrative Secretary to process. If a problem arises the Administrative Secretary will discuss the problem with both the individual who made the request and the Director.

4) If the request is not approved the Director will inform the individual who made the request. Similarly, if the item is out of stock or otherwise unavailable, both the Director and the requestor will be notified by the Administrative Secretary. Substitution or other choices in the same price range are typically approved for purchase provided there is no intrinsic conflict with existing equipment.

Accounting:

After purchases are received by the various library divisions, invoices are initialed by the Library employee and sent to the Library office for payment. A receiving report screen print of screen 284 is prepared and sent to Accounts Payable for payment.

Policies and procedures for purchases are listed in Northwestern State University Fiscal Policy Manual, policy number V111-1 through 1X. A. 16.