

## **Authority to Spend Policy**

The library director of the Moyer District Library is authorized to spend up to \$2500 on any single item without prior board approval.

The library director of the Moyer District Library needs to get two estimates for any repair or service to items over \$1000 unless it is covered under warranty.

The library director of the Moyer District Library is authorized to spend over \$2500 on any single item only with approval of the board.

The Moyer District Library may spend in excess of \$25,000 only after completing the formal bid process as described in Illinois Law.

In case of an extreme emergency, the library director of the Moyer District Library may spend \$2500 in addition to the \$2500 with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bid process.