

## PROCUREMENT

### **PURPOSE**

The City of Lethbridge Library Board has a mandate to provide library services to the city. Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for administrative purchasing policies for expenditures that are included in approved budgets or otherwise authorized by the Board or the City of Lethbridge.

This policy mirrors the spirit and intent of the City of Lethbridge Procurement policy (CC5) and should be kept current with updates to that policy.

### **PERSONS AFFECTED**

Board/Library employees, volunteers, and contracted employees

### **POLICY STATEMENT**

It is the policy of the Board to ensure best value for the corporation through strong procurement processes that are open and transparent. The CEO will develop operational policies to meet the requirements of the Library and the City of Lethbridge.

### **REFERENCES**

- Province of Alberta *Libraries Act*

### **REVISION HISTORY**

- March 12, 2014: New policy
- December 13, 2017: Revised
- February 23, 2021: Reviewed
- September 11, 2024: Revised