



### **Authority to Spend Policy**

The library director of the Effingham Public Library is authorized to spend up to \$5,000.00 on any single item without prior board approval.

The Effingham Public Library may spend in excess of \$25,000.00\* only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the library director of the Effingham Public Library may spend \$19,000.00 in addition to \$5,000.00 with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

\*Note: The statutory amount is \$25,000 and this entry cannot be any higher than that but can be lower in the discretion of the Board, where it is self-imposing a bidding requirement earlier, or at a lower than required amount.

Approved 2/11/19