

ZION-BENTON PUBLIC LIBRARY

Purchasing Procedure – Non-standard Materials

The Library has standard vendors we commonly use such as Amazon, Oriental Trading Company, etc. To comply with accounting best standards please follow these steps.

- Order confirmation: Provide a copy of the order confirmation. This could be a copy of a shopping cart, an email confirmation of the order or similar communication.
 - Paying via Library American Express: If payment was made via a library issued American Express card, please write on the Order Confirmation the name of the person's card that was used. (eg: Mollie's Amex) prior to turning the confirmation over to the Business Office.
- Packing Slip: When the item arrives, it commonly comes with a packing slip. The packing slip needs to be turned in to Administration. If there is no packing slip please try to take a photocopy of the item. (eg: cover of book, item in its package, etc) to provide proof that we did receive the item. Please write on the back of the copy "No Packing Slip" and then your name and the date.
- Invoice: If the invoice comes directly to you, either by email, mail or other means:
 - Print a copy of the invoice and submit it to your supervisor to have a budget account code attached and be approved.

The entire packet – Order confirmation, Packing Slip and Invoice should go to the Business Office.

- Tax Exempt Certificate: All employees are reminded and expected to make use of our Tax Exempt Certificate at all times. With some vendors you may need to go through a sign up procedure to get a specific account, a card to use, etc. If a vendor refuses the certificate, please note that on the paperwork turned into the Business Office and consideration should be made regarding use of that vendor in the future.