



## Pittsford Community Library Policies

### Procurement and Fixed Asset Policies

*Adopted by the Board of Trustees on January 6, 1994*

*Revised and approved by the Board of Trustees on May 12, 2021*

All library expenses are required to be approved by the Library Board of Trustees before payment. The library budget will be spent in accordance with the [Town of Pittsford Procurement Policy](#). Removal of any library fixed assets requires approval by the Library Board of Trustees and compliance with the [Town of Pittsford Fixed Asset Policy](#). Both policies can be found on the Town of Pittsford Finance Department webpage, <http://www.townofpittsford.org/home-finance>