



Pittsford Community Library Policies

Procurement and Fixed Asset Policy

Adopted by the Board of Trustees on January 6, 1994

Revised and approved by the Board of Trustees on December 11, 2024

All Library expenses are required to be approved by the Board of Trustees before payment. The Library budget will be spent in accordance with the [Town of Pittsford Procurement Policy](#). Removal of Library fixed assets over \$500 requires approval by the 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>