

VENDOR MANAGEMENT POLICY

1. All new vendors must be verified by Administration before being entered into the library's accounting system.
2. Verifying a Vendor (*to be completed by Administration*):
 - Verify website, phone number and/or mailing address
 - Complete due diligence for potential employers, board members, or other key party conflicts.
 - Confirm ownership of vendor through a business registration database.
3. Administration will add the vendor's name and expense account into accounting system as approval.
4. Active vendors will be reviewed every 6 months for compliance.

Policy 900-40
Adopted 6/9/2016