

PURCHASE ORDER PROCEDURE:

- ✦ Purchase orders must be completed and submitted to the finance department for purchases of \$75.00 or more; please note on the purchase order if a credit card is required.
- ✦ Purchases of \$75.00 to \$1,500 will be approved by the finance department; any purchase order over \$1,500 will be given to Father Owens **by the finance department** for his approval. Father Owens will return the approved or denied purchase order to the finance department.
- ✦ When the purchase order is approved (or denied), you will be notified by the finance department by email within two business days.
- ✦ You will receive a copy of the signed purchase order in your mail box (or by mail) when the email is sent; or if a credit card is required, you may come to the finance department upon receipt of the email to pick up the copy of the purchase order as well as the credit card.
- ✦ PLEASE DO NOT order material without an approved purchase order or you may be held personally responsible for the payment of the item.
- ✦ SHIPPING:
 - All items MUST be shipped to the address on the Purchase Order (DO NOT have items shipped to a home address.)
 - Deliveries made by USPS should be shipped to the "bill to" address on the PO.
 - Deliveries shipped by any other carrier must be shipped to the "ship to" address on the PO.
 - If you are unsure of the shipment method, please include both addresses.
- ✦ **All purchase orders must first be given to the finance department.** Also please note that **no one** other than the finance department or Father Owens can approve purchases for The Church of the Cross. A purchase order signed by any one other than those indicated above is not valid.

CHECK REQUESTS AND REIMBURSEMENTS:

- ✦ Invoices and check requests will be paid weekly. Please note that it will take a week to 10 days to process reimbursements and check requests. Checks can only be issued with enough information i.e. the ministry and the expense account to be affected. (No receipt, no reimbursement.) Checks are processed and issued via BB&T Online banking and mailed to the requestor. Please do not give receipts or checks requests to any member of the finance department during a worship service or ministry event. All paper work must be given to the finance staff during office hours.

Thank you for using these procedures. We are accountable to those who donate funds for our operations and ministries, but we can only be good stewards if our accounting information is accurate and timely.

Thank you for your help, faithfulness and generosity in giving your time and talents to His kingdom.

Regine Johnson
Financial Administrator