

# **Policy – Purchases**

## **Woodlawn Christian Church**

### **Purpose**

The purpose of this policy is to ensure good stewardship of the financial resources of God's church.

### **Procedures**

1. Ministry teams have the right to purchase items necessary to perform their ministry in light of the overall vision of the church.
2. Items under \$1000 may be purchased at each team's discretion, taking into account their overall budget and the church's financial situation at the time of purchase. Any purchase of \$250 or more must be cleared by the church bookkeeper to ensure that adequate funds are available.
3. When items are expected to cost \$1000 or more, the ministry team must secure 3 separate bids/estimates prior to making a final decision on the purchase. Again, such purchases must be cleared by the church bookkeeper to ensure that adequate funds are available.
4. Any item purchased in the church's name must include a receipt or invoice for purposes of bookkeeping and/or reimbursement.
5. Payment or reimbursement will occur in conjunction with the church bookkeeper cash flow plan.