

Church Purchasing Policy

Purchases outside normal recurring monthly or quarterly expenses (for example, utilities bills, copier lease, etc.) should be authorized by the person responsible for the corresponding budget line item. The Finance Committee chair or Pastor may authorize expenses in emergency situations when the designated approver is not available. Line item responsibilities are designated as follows:

- a. Building and Grounds (expenses \$200 or less) - church custodian or chair of Trustees
- b. Building and Grounds (expenses greater than \$200) – chair of Trustees
- c. Worship Materials – Pastor
- d. Children’s Ministries – Children’s Coordinator
- e. VBS – Children’s Coordinator
- f. Safe Sanctuary – Children’s Coordinator
- g. Youth Ministries – Youth Director
- h. Sunday School Literature – Sunday School Superintendent
- i. Higher Education – committee chairperson
- j. Evangelism – committee chairperson
- k. Choir/handbell music – Choir Director
- l. Emerging Ministries – Pastor
- m. Pastor’s Discretionary Fund - Pastor
- n. Stewardship – committee chairperson
- o. Family and Adult Ministries – committee chairperson
- p. Janitorial Supplies – church custodian or chair of Trustees
- q. Puppet Ministry - committee chairperson
- r. Hospitality – committee chairperson
- s. Kitchen supplies – person designated by Trustees
- t. Office supplies/postage (expenses \$500 or less) – administrative assistant
- u. Office supplies/postage (expenses greater than \$500) – Pastor

Committee chairs and church employees with budget line item responsibility should monitor and control expenses to avoid exceeding the budgeted amount. Information on spending activity is available from the church book keeper and/or Finance Committee Chairperson.

Four options are available for paying church expenses:

1. Purchase from a supplier and have the supplier send an invoice.
2. Pay for the item(s) and submit a check request along with the receipt(s) in order to be reimbursed.
3. Have the administrative assistant make the purchase using the church credit card.

4. Submit a check request for a cash advance to the bookkeeper. This method requires approval by the Pastor or the Finance Committee chair. The requester should provide all available documentation to support the need for a cash advance with the check request (quotes or estimates of expenses). All receipts and any unused funds must be turned into the church office as soon as possible following event.