Guidelines for Purchasing & Invoice Payment

Ministry teams frequently need to make purchases in addition to those recurring expenses that are part of their budget, e.g. utility payments, payments on contractual agreements, etc. Outside reviews of our processes have asked that we follow a defined process to carry out our purchases. The Finance Ministry team has asked the Church Administrator to strictly enforce our policies and procedures.

All purchases need to adhere to the Unrestricted Funds Policy or, if applicable, the Restricted Funds Policy.

All purchases must be formally pre-approved by the ministry team and/or the Chair who also assures the funding is available. Meeting minutes from local and world outreach ministry teams are acceptable as approval of dispersement of designated gifts from local and world outreach unrestricted funds.

The order process for Ministry Team Chairs is as follows:

1. Determine if the purchase is something that has happened in the past using a particular vendor. Chairs can ask either the previous chairs or the Church Administrator for guidance.
2. Make the purchase yourself and pay for it. (The church no longer has a “church credit card” to be loaned to members for purchases.) File a Check Request Form, see website or church office for the form, properly signed, and you will receive a check quickly, well ahead of a credit card bill being due, if that’s how you made the purchase.
3. If that isn’t feasible, you may request that your Resource minister make the purchase using their church credit card.
4. Finally, a ministry team chair may contact the Church Administrator, via email, well in advance and ask her to make the purchase for you. The email will suffice as approval of the purchase.

The same process may be followed by members of Ministry teams but the team Chair must be the one who pre-approves and approves all purchases.

The church office receives invoices from many vendors, e.g. utilities, supplies, etc. We maintain a list of pre-approved vendors, accounts and maximum amounts allowed so that payments can be made quickly. However, if an invoice is received that is not covered by the pre-approved list or exceeds the maximum amount on the list, the appropriate ministry team Chair will be asked to review and sign the invoice indicating that payment is approved and can be made.

The invoice payment process, for those items not covered by the list of pre-approved vendors is as follows:

1. The Church Administrator receives all invoices, checks against the list of pre-approved vendors, and processes accordingly.
2. If approval by a ministry team Chair is required, the Church Administrator will contact the Chair by email, including a scanned copy of the invoice, if possible, requesting indication they have

reviewed the invoice and approve it for payment and, if required, the appropriate account to charge.

3. Approval is expected within 5 business days. If the approval is not received, the Church Administrator will contact the appropriate Resource Minister who may, at their discretion, follow up with the ministry team Chair or the Resource Minister may approve the invoice.
4. If the Ministry Team Chair does not feel the invoice should be approved, they need to inform the Church Administrator, by email, ASAP but no later than 5 business days. The Church will then forward that information to the appropriate resource minister and Finance Chair for further guidance on the matter.
5. Once approval is received, the Church Administrator will forward the invoice, with either the appropriate signature or the approval email attached, to the church bookkeeper.