

February 9, 2018

## Spending Policy for Purchases Not Requiring Administrative Council Approval

The Administrative Council will allow purchases up to \$1000 without Council approval, providing the purchase does not exceed budgeted amount for items essential to the operation and mission-driven function of the Church.

### Process:

If purchase is made with personal finances and an invoice/receipt is available, the purchasing individual will complete the reimbursement form and supply the invoice/receipt, and present the request to the church office. (An example would be a committee chair purchased supplies to complete functions of the committee.)

If purchase is ordered an invoice will be mailed to the church office, the purchaser will complete the reimbursement form and present to the Church Office. (An example would be ordering toner for the printer.)

If purchase is made with the church credit/debit card, the receipt will be presented to the church office.

If purchase is made with personal finances not involving the exchange of a receipt, the purchasing individual will complete the reimbursement form and present it to the church office. (An example would be payment from organist to a substitute organist)

### Accounting:

The Church secretary maintains a ledger of the purchases and annually presents the information to the Administrative Council and the Finance Committee to aid in future decision-making concerning operation and function budget needs.