

First United Church of Christ
Purchasing / reimbursement Policy

This policy applies to all purchases of supplies, equipment and/or services, in excess of \$100, for use by First United Church of Christ – Richmond.

The aforementioned purchases shall be made only on the authority of a requisition which has been approved in the following manner:

- a. Requests for approval should be submitted prior to the purchase. It is recognized that there will be instances where this is not possible, but these instances should be the exception, not the rule.
- b. All requests for budgeted purchases must be approved by the Committee Chair responsible for the budgeted line item and the Treasurer.
- c. If there are not sufficient budgeted funds in the line item or if the request does not fall within a budget line item or a designated fund, the Stewardship/Finance Committee must approve the request first, followed by the Treasurer's approval.

Requests and expenditures are to be made for line items only by the appropriate staff or committee heads. Purchasing of consumables (paper products, printing supplies, office supplies, etc.) should be coordinated through the office Secretary.

All requests for reimbursements must be made by completing an expense reimbursement form and must include the original, dated receipt or invoice showing the item(s) purchased. All requests for reimbursement must be submitted to the Office Secretary within thirty (30) days of the purchase.

PURCHASE REQUEST FORM

Request is Made for the Purchase of: _____

Purchased From (Vendor): _____

Purchase should be Charged to (Budget Line item or Committee): _____

Amount of Check: _____ Date Check is Needed: _____

Signature of Committee Chair: _____ Date: _____

Treasurer Signature: _____ Date: _____