

PURCHASING POLICY FOR TELKWA COMMUNITY CHURCH:

1. Before purchasing something for the church, please consider that the amount in the budget for your committee or ministry is only there if the offerings designated for the church budget come in.
2. The next step is to get approval from your committee leader or from council before purchasing anything and to figure out what budget line it will come from.
3. Please designate someone to keep a running total of what your committee or ministry has spent in the year so that you can consider if the purchase is needed.
4. All requests for reimbursement for out of pocket expenses require a copy of the invoice or receipt, and a completed and authorized Purchase Order (PO) submitted to the bookkeeper. (**Note:** a credit card receipt does not work – it needs to be an itemized receipt that shows the cost & taxes.)
5. Blank POs are available from the church treasurer, admin, bookkeeper, or in a pocket on the bulletin board in the fellowship hall. It can also be found [at this page](#).
6. PO's require one authorizing signature from your committee or council if below \$500, or two authorizing signatures if above \$500.
7. Committees are responsible to designate and inform the bookkeeper of the person from their committee who is authorized to sign PO's.
8. No one can sign their own or their spouse's request for reimbursement.
9. All requests for other reimbursement (i.e. lost wages) or honorarium (i.e. pianists, pulpit supply) to be paid require a completed and authorized PO.
10. All charges at vendors where the church has charge accounts (i.e. BVHC) will also need to have a matching PO authorized, completed and submitted with a copy of the invoice to the bookkeeper. For charge accounts that the church has, the person charging should sign the invoice and inform the store clerk of the 'expense category' (for example Church Building Maintenance) to be entered in the PO line on the store's computer.