

Purchasing Guideline Policy

Purpose: Establish a purchasing guideline for budgeted items.

Roles and Responsibilities:

1. Committees shall follow this policy when purchasing budgeted items costing more than \$500.00.
2. The committee purchasing the item shall designate a primary person to contact about the purchase.
3. If possible, get three quotes, in writing, on the item from different vendors; or explain why a sole source is being used and what attempts were made to get other quotes.
4. Check the availability and duration of a “lock-in” price; get it in writing, if available.
5. Check with the Finance Treasurer to see if funds are available for the purchase.
6. The Finance Committee is the final purchase approval authority.

Routing

1. Finance Committee
2. Administrative Council

Approved by Church Council: August 6, 2009

Revised By: Ellen A. Franklin, Chairman, Finance Committee