

Open Door Baptist Church Purchase Order Request / Payment Method Request Policy Guidelines

ODBC desires to be good stewards of the funds the Lord has entrusted to us. In order to be more accountable and maintain better control over our finances we have decided to adopt a ***Purchase Order System effective January 1, 2015***. All church expenditure's must be pre-approved **BEFORE** church funds can be spent. Our intention is not to seem burdensome, but we do desire to spend according to church priorities and needs. Please help us by submitting a Purchase Order Request **BEFORE** assuming that the purchase and funds have been approved.

- We must have budgeted or church approved funds for the expenditure.
- We must live within the guidelines of the budget or church approval.
- Funds must be available in the appropriate account at the time of the expenditure.
- Appropriate **ADVANCE APPROVAL** must be given before funds are spent.
- After appropriate approval, orders can be made and funds released.

Please submit your PO Request **ASAP BEFORE** funds need to be approved. In emergencies, please contact the Business Manager directly. We thank you in advance for your cooperation.

Once the PO has been approved and the purchase has been made submit the Payment Method Request with receipts attached.

ODBC expenses are paid in one of the following four methods **AFTER** a Purchase Order has been approved:

- Direct Payment to the Vendor (**Preferred Method**)
- Church Credit Card (Visa, Sam's Club, Wegman's, Home Depot, Staples)
- Reimbursement Request
- Petty Cash

Direct Payment to the Vendor – Check this box & attach the invoice from the vendor to ODBC detailing the items purchased or explaining the nature of the charge. Complete the information on the Payment Method Request & staple the invoice to the back of the form. Submit this paperwork to the office for payment promptly. Also, please submit any packing slip which details the items received. ***A PO is required for any purchases OVER \$300.***

Church Credit Card Payment – Check this box & attach the credit card receipt received from the merchant detailing the items purchased or explaining the nature of the charge. Complete the information on the Payment Method Request & staple the receipts to the back of the form. Submit this paperwork to the office for payment promptly. ***A PO is required for any purchases OVER \$300.***

Reimbursement Request – Check this box when a payment is being requested to reimburse an individual for ministry expenses paid for on behalf of an individual. Complete the information on the Payment Method Request & staple the receipts to the back of the form. Submit this paperwork to the office for payment promptly. ***A PO is required for ALL purchases.***

Petty Cash – Check this box when small amounts can be paid or reimbursed from our petty cash account with a proper receipt. Complete the information on the Payment Method Request & staple the receipts to the back of the form. ***A PO is required for ALL purchases.***