

TO: Ministry Heads

From: Christine Nolan – Financial Secretary

RE: Request for Purchase/Payment Form

Date: February 1, 2010

It has been brought to my attention that there are several people that do not know the proper channels in which to purchase items or request items to be purchased. The following is proper procedure.

- 1. Go to Ministry Team Leader to get approval for budgeted item and then fill out a Request for Purchase/Payment Form and have Ministry Team Leader sign and forward to Financial Secretary.**
- 2. Financial Secretary will then approve (depending on Operating Checking account balance) and proceed to order or buy the items or approve for the committee member to order or buy items.**
- 3. If the committee member, after approval, purchased the items, they will be reimbursed at the next check run.**

If we all start to follow this procedure then it will help the Financial Secretary know what expenses are coming up and what expenses are out there that need to be paid. A clearer picture of monthly bills will be available and the financial secretary will be able to plan accordingly.

The Request for Purchase/Payment Form is located in the mail room in the left hand side of the gray mail slots.

Thank you in advance for telling your committee members about this procedure and educating them on this.