

# **PURCHASE ORDER (POLICIES AND PROCEDURES)**

## **PURCHASE ORDER REQUEST**

The Overseer/Director of the Ministry shall fill out purchase order request. The following information shall be included on the request.

- Type of equipment, supplies, services, event or anniversary.
- Make or brand name of equipment along with business name.
- Amount of the equipment.
- The location where the equipment can be purchase from.
- Name of contact person with phone number.

Purchase Order shall be turn in to the P.O. committee for review. After reviewed by the P.O. committee the purchase order shall be turn in to the Trustee Ministry.

**\*Purchase Order must be turned in two weeks before needing the money.**

## **DISTRIBUTION OF CHECKS**

Trustee Ministry will review and process the purchase order. Checks will be cut and can be picked up from the church office during office hours of 10:00 am and 3:00 pm.

The Overseer/Director must turn in all receipts for any purchases made immediately to the P.O. committee who will turn them in to the Trustee Ministry.

## **BUDGET APPROVAL**

All requests for budget-approved items must still be placed on a purchase order. The purchase order policies shall be followed as indicated.

## **REPAIR OF EQUIPMENT**

All requests for repairs to any of the church properties shall be directed to the Building Manager. The following information shall be included on the request form for repair of equipment.

- Type of equipment needing repair.
- Nature of repair needed.
- Make of brand name of equipment.
- Ministry or person equipment is assigned to and it's location.
- Phone number and name of contact person.