



Purchases & Reimbursements Policy

Purchase Requests

All purchases are handled through the church office. No purchases are authorized at any time without the prior written consent of the Office Administrator. A check request form must be filled out in its entirety and submitted to the Church Administrator for approval in written form or electronically. Check Requests must be submitted by the department or team leader. Any purchases made without prior approval will not be reimbursed. Once a purchase is approved, the check request form with the attached applicable receipts will be submitted to the Church Administrator or Bookkeeper for reimbursement. A reimbursement will be issued within seven (7) days. Approved vendors should be used where possible.

Purchase Orders

Purchase orders are required for all billed purchases. Call the church office to acquire a purchase order number.

Invoices

All invoices must be forwarded to respective departments, approved by an authorized staff member and returned to the bookkeeper for payment. A department budget code must accompany all invoices or they will be returned to vendor or the respective department.

Work Order Request

All facility management is under the supervision of the Administrator or Building Director. Any request for repairs, replacement, maintenance or improvement should be forwarded directly to the Administrative Pastor for appropriate action. All such work is handled through means of the Work Order Request form which can be initiated by the Administrative Pastor only.

Reimbursements

All reimbursements must be submitted to the church bookkeeper with proof of purchase (receipt or invoice) and a signed or electronic approved check request form with the appropriate budget expense number. The purchaser must request approval before purchase or the purchase will be classified as a gift to the church and/or ministry.

Special Circumstances

The following information is provided to assist departments in gathering and providing the necessary documentation to support specific requests.

- Refunds – once the expense has been made, provide copy of original payment to PGM (i.e. receipt) attached to the signed and approved Check Request Form, plus documentation supporting the reason for the refund if not included in the Check Request Form.
- Advance Payments – Payment for goods or services may be payable prior to actual expense being incurred if a quote is received in writing and attached to an approved Check Request form (i.e. Music Department submits a request for a \$200 piece of equipment; Department Head must submit a quote in writing from the company attached to the Check Request form. Once approved, a check will be made payable to the company for the exact amount of the quote in order to allow the Department Head to purchase the product without having to “front” the money and wait on reimbursement.)
- Guest Speakers/Musicians/Performers, Etc. – for these types of services, a check request is NOT the appropriate means of requesting payment. An Event Request, including the event budget, must be made in advance to secure the individual’s service and that is when the payment for services must be considered. Once the Event is approved, a Check Request form should be submitted.
- Business meal requests - a listing of the attendees must be included and an explanation of the individual’s ministry/business relationship to PGM (if that is not apparent). The ministry/business purpose of the meal should be notated.
- Recurring monthly expenses – Standard, recurring expenses may be requested in bulk to cover a monthly expenses (i.e. Children’s Church needs \$20 each week for candy/give aways; Check request for \$80 for the month of August can be submitted). Recurring expenses should be requested the month prior to the request and will be distributed at the beginning of the month in which the expenses will occur.

Budget Procedures

A yearly budget is required by all ministries prior to any monies being spent. Budgets are due on the first day of November for the next calendar year. Budgets will be reviewed by church leadership and the senior pastor for approval or amendments. Approval of budgeted items is contingent on availability of funds. Budgets will be monitored monthly by the Office Administrator and reports of available funds will be issued as needed. Any expense pertaining to a specific ministry will be debited from that ministry’s budget.