

# WESLEY UNITED METHODIST CHURCH PURCHASE ORDER POLICY AND PROCEDURES

[revised May 18, 2008]

- 1). Purchase orders **MUST** be turned in prior to orders being shipped directly to the church (A phone call to the church office does not qualify – a purchase order **MUST** be turned in). All orders received without a PO will be rejected.
- 2.) Purchase orders must be turned in when a charge is made to the Church's account. If an invoice is given at time of sale, that must be turned in with the purchase order. If the invoice will be mailed, the purchase order must be turned in to the office immediately so it will be matched with the mailed invoice and paid promptly.
- 3). The PO must contain who made the purchase, where the purchase is coming from, who authorized the purchase and to what account the monies come from.
- 4). All PO's must have **two** approval signatures. If the check is to be disbursed to a family member of the chair, another non-family committee member should sign the PO as well as the other chair. If another committee member is not available or does not exist, the finance chair should be the co-signer.
- 5). All PO reimbursement requests will be processed as soon as possible but please note that checks are disbursed on Tuesdays.
- 6). Verbal PO approvals will not be accepted. All PO must be properly authorized and in writing before checks will be issued. All approvals must be in writing. Email approvals will be accepted.