

Purchasing Policy

Approved: August 19, 2020

This policy supersedes all previous policies governing purchasing and purchase approval, including, but not limited to, any purchasing provisions in the Financial Policy for Employees approved February 22, 1995.

In order to ensure that the Congregation can meet its financial obligations to suppliers and service providers, the following procedures are to be followed before making any purchases or making any commitment of congregational funds.

1. Items must be specifically budgeted and approved by the Officer, or their designee, who is responsible for the budget line. Approved budget lines are not to be used for expenses other than those approved by the Board of Directors.
2. The Finance and Budget Committee will periodically recommend to the Board and the Board will establish a per item spending limit above which pre-approval by the Finance and Budget Committee is required to commit congregational funds.
3. The Finance and Budget Committee will periodically recommend to the Board and the Board will establish a per month budget line spending limit above which pre-approval by the Finance and Budget Committee is required to commit congregational funds from a single budget line.
4. Except in cases of emergency, approval requests should be submitted 30 days prior to the date needed to make any purchase or commit congregational funds. In case of an emergency requiring immediate approval, the Financial Vice-President or their designee from the Finance and Budget Committee shall have the authority to grant emergency approval for purchase requests. Emergency approvals will be reported to the Finance and Budget Committee at or before the next meeting of the Committee.