Mayflower Church Purchasing and Reimbursement Policy

Migrated from the By-Laws attachments to the Church Operations Plan per Motion 3, adopted July 26, 2026. Recorded July 30, 2026. Migrated as amended by Motion 4(1) (CCCC Dues line struck).

- **Oversight Board:** Board of Finance
- **Effective Date:** 5-17-23
- **Version Number:** 1

Policy Statement: It is the policy of Mayflower Church that all expenditures be within the available budget or fund limits and be pre-approved.

Purpose: The purpose of this policy is to define how purchases are approved, allocated to the appropriate fund or budget, and how reimbursement is made for out-of-pocket expenses.

Description

Prior Approval

- Prior approval by the appropriate board chair must be obtained prior to purchase (see table below).
- The need and cost estimate should be communicated, and the approval received, "in writing" via email or other means.
- The method of payment (cash, church credit card, or PEX debit card) will be determined by the board chair.

Purchases

- Purchases must be within the 'do not exceed' amount agreed during approval.
- Purchases should be examined for damage and suitability and returned if needed by the purchaser.
- All purchase paperwork should be returned to the approver (register receipts, packing slips or order acknowledgements)

Allocation

- The approver will submit appropriate paperwork to the Treasurer: a voucher for cash reimbursement or credit card purchase; the uploaded receipt for PEX card purchases.

Reimbursement

- Reimbursements or payment is not guaranteed for purchases made without prior approval.
- Reimbursements will be made within two weeks for approved cash out-of-pocket expenses.

Approval Allocation by Board Chair (categories as listed in source):

- **Elder Chair:** Discipletown Curriculum/supplies; Discipleship & Evangelism supplies, devotionals; Pulpit Supply; Audio/visual; Worship Supplies; Funds: Outreach, Memorial, Music, and Youth Ministry.
- **Deacon Chair:** Music; Hospitality; Funds: Flower, Coffee Hour, Hospitality Events, Nursery, and Audio/Visual.
- **Pastor:** Web Technology, Strategic Plan; Computer/Website/Technical expenses; Biblical Counseling Lead Counselor; Biblical Counseling Resources.
- **Trustee Chair (PEX Card and Credit Card):** Office Supplies, Copier Supply/Maintenance; Custodial Services, Trash Removal; Lawn Care, Snow Removal; Maintenance/supplies; Utilities, Fee/Licenses; Funds: General and Capital Improvement.

[Note: the source document renders this allocation as a multi-column table; it is reproduced here as a list.]

Revision #2
Created 2026-07-30 16:48:45 UTC by Anton Brown
Updated 2026-08-09 02:00:51 UTC by Anton Brown