

Purchasing and Reimbursement Policy

Title: Mayflower Church Purchasing and Reimbursement Policy

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).

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.

Revision #1

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