

First United Methodist Church of Winter Park

Policy Name: Purchase Policy

Date: March 14, 2019

Created by: Finance Committee
David Pearl, Interim CFO

Distribute to: Directors

The First United Methodist Church of Winter Park will pay appropriate invoices which have been approved through the proper channels.

Policy Description:

1. All purchases must be in compliance with the ministries annual budget as approved by the finance committee. Purchases requested outside of the approved budget must be approved by the Director of the Ministry, the Pillar Leader and the Finance committee.
2. Employees personally can purchase items less than \$250 with no purchase order required. However, the invoice must be signed by the Director and turned into accounting for reimbursement.
3. Directors can purchase items included in their department budget up to \$1,000. The invoice must be signed, coded with the appropriate accounting code and turned into the accounting department for reimbursement.
4. Any amounts greater than \$1,000 must be pre-approved prior to purchase. A quote will be required to be attached to all purchase orders. If there are extenuating circumstances with regards to this, each will be reviewed on an individual basis.
5. All purchases greater than \$2,000 must have 2 quotes attached to the purchase order before purchase.
6. Any annual agreements in excess of \$10,000 must be put out to bid/RFP annually. Multi-year contracts can be agreed upon with a 30 day out clause due to non-performance by the vendor.
7. Payments via check are made on Thursday's, therefore, any invoice request for payment that week, must be turned into the finance department by 3:00 PM on Tuesday.
8. FUMCWP is a tax-exempt organization, therefore, all purchases should include a tax-exempt certificate so no sales tax will be attached to the purchase.

If a there are any questions regarding this policy, please contact the CFO.