

Crestview Baptist Church

Purchasing Policy

Policy pertains to purchases of supplies, equipment and/or services for use by Crestview Baptist Church

Approvals should be obtained prior to making the purchase. Only emergencies and expenditures for contracted services are excluded from prior approval, such as insurance, equipment maintenance, repairs, utilities, etc. It is recognized that there will be instances where prior approval is not possible, but these should be the exception, not the rule.

Original receipts showing “what, when where and why” the purchase was made should be submitted to the church office. Receipts should not include any personal purchases; the church’s purchases should be on a separate receipt. All purchasers should ensure that purchases are made at fair and reasonable prices. Any reward or rebates received because of a church purchase are property of the church and are to be surrendered to the Stewardship Committee.

Purchases For Services to Contractors:

If the purchase includes labor to a contractor, an Insurance Certificate or Proof of Workers’ Comp must be submitted, or a recent copy must be in the church’s files before the contractor performs work on the church’s property. An IRS form W9 must be obtained, or a recent copy must be in the church’s files before payments may be made. To enable the church to comply with numerous regulations pertaining to contractors, purchasers should not pay a contractor and ask for reimbursement. The contractor should only be paid directly by the church.

Purchases Under \$500

Purchasers should either use a church check or one of the credit accounts or credit or debit cards issued to the church. Purchaser should obtain budget approval from the person responsible for the budget line item or the Treasurer. Members may purchase items for the church using a church check by submitting a Check Request form, which is available in the church office and on the website. The church’s credit accounts may be used if approved by a staff member or the Treasurer. If the church does not have available credit with a vendor, the church’s debit card may be used. The church’s credit or debit card can be checked out through the church office. If purchasers use their own funds, requests for reimbursement may be made by completion of the Check Request form and submission of original receipts, except for payments to contractors which may not be reimbursed as stipulated above.

A tax exemption letter from the church should be used when making purchases to ensure the church is not charged sales tax. This exemption can be provided through the church office. This exemption must not be used for any personal purchases. Sales tax may not be reimbursed at the discretion of the Treasurer.

Purchases Over \$500

Anyone wishing to make purchases over \$500 must follow the guidelines above and complete a Requisition Form before the purchase is made. Purchases should not be split to avoid this requirement. This form requires signatures from the person responsible for the budget line item and the Treasurer to determine budget availability. If the Treasurer is not available, the Stewardship Committee Chairperson may sign the request. If budget is not available, the requisition should be submitted to the Stewardship Committee for consideration.

If a requisition is not submitted for amounts over \$500, the request may not be honored, and the individual making the purchase may be liable to pay for the unauthorized expense.