



Policy for Ordering Items from Vendors

Purpose

The purpose of this policy is to better serve Grace Lutheran Church with individual ordering process and to make the church's financial process efficient.

Procedure

- (1) All supply orders and rentals shall be placed through the church office. The office is responsible for tracking orders, getting them to the proper person/committee when they arrive, and making sure that the costs are applied to the correct financial account or line item in the budget.

- (2) A Budget, or Non-Budget, Expenditure Request Voucher shall be completed prior to placing the order. Request Voucher forms are found in the Treasurer's Basket in the office. A completed Request Voucher shall include the following:
 - a. the account to apply the order to by name (If you are unsure of the account or line item name, there is a Treasurer's Report posted by the master calendar outside the office door)
 - b. vendor name (to whom the check or payment will be issued)
 - c. amount of expenditure
 - d. requestor/ committee
 - e. reason for the expenditure: event, item description, specific item number from the website or catalog, quantity
 - f. signature by committee chair

The completed Request Voucher shall be placed in the manila folder marked ORDERS.

- (3) If the church does not have Tax Exempt status with the vendor, the office shall send the necessary documents to the vendor to ensure that the church is not charged sales tax.

- (4) If the church credit card is to be used for ordering, refer to the **Credit Card policy**. If payment is to occur after the order is received, refer to the **Bill Payment policy**.

- (5) Persons not following this policy may be subject to one or more of the following disciplinary actions, as deemed appropriate by the Congregation Council:
 - a. Reimburse the church for unauthorized expenditures
 - b. Verbal counseling
 - c. If an employee of the church, progressive discipline may occur
 - d. Report to authorities, if warranted