

# Things To Remember When Purchasing For Your Team

- This is God's money. Use it wisely. Be a good steward.
- Obtain a Purchase Order Number from Sherry Strauss, financial secretary, before making any purchases. In order to obtain a purchase order number, the item to be purchased must be included in the team ministry final budget, or traded out for an item that will no longer be purchased. In some instances, there may be funds gifted for purchase of an item which was not budgeted. In these cases, the monetary gift must be received prior to obtaining the purchase order number and the purchase of the item. Purchase forms may be printed from the website at [www.cicerochristianchurch.org/3News/Resource/FormPolicy.htm](http://www.cicerochristianchurch.org/3News/Resource/FormPolicy.htm)
- Be aware of your budget and funds available prior to making any purchases.
- Do not spend money if you do not have it available in your account. You can check balances simply by calling our financial secretary, Sherry Strauss or e-mailing her at [SherryStrauss@CiceroChristianChurch.org](mailto:SherryStrauss@CiceroChristianChurch.org)
- Use the tax exempt form (available from the office, enclosed in evaluation packet) when purchasing items for the church.
- All requests for reimbursement must be submitted with a purchase order form and a receipt or proof of purchase.
- The team ministry coach should watch the weekly bulletin or newsletter to see how general funds are supporting the budget needs and spend accordingly. "Budget funds still available" does not indicate money is available if the general fund giving does not support the budget needs.
- The team ministry should not spend more than 1/12 of their budget at a time without prior approval from the team ministry manager or elders.
- Cash accounts are established when cash comes in to a ministry area. Money should be spent from cash accounts if it exists prior to spending budgetary money. For example, Family Nights may have a budget, but they bring in funds on a weekly basis to a cash account. Receipts for grocery reimbursement would be paid out of the cash account until the fund is depleted, then spent from the budget account.
- Items that are absolutely necessary for your team ministry to function should have the box marked under essential. Examples: grape juice is essential to communion.