

CICERO CHRISTIAN CHURCH

1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653

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Purchase Order & Check Request Procedure

- 1) All expenditures must have a Purchase Order completely filled out **and approved** by the office manager or financial secretary before making a purchase or sending in an order. They will assign all purchase order numbers. **This includes any credit card purchases. Purchases or orders made without a completed and approved Purchase Order will become the responsibility of the person taking such action.**
- 2) The church office will provide each ministry leader and coach with a Purchase Order form upon request (may be generated from the server, under Forms & Masters\Financial Forms). The office will assign the purchase order number. Once you have filled out each Purchase Order you must have signed approvals prior to purchase as follows:
 - The Team Coach's signature is required verifying that it is an acceptable purchase.
 - A second signature will also be required from the office manager or financial secretary. Note: If there is not a coach for a particular area, then both the office manager and the financial secretary must sign the P.O.
 - Orders over \$500 need the signature of the team manager in addition to the other signatures listed above.
- 3) The Purchase Order number should be written on the receipt/invoice/shipping forms at the time of purchase or ordering.
- 4) Cash receipts must be signed by the person making the purchase and/or receiving reimbursement. The P.O. number should also appear on the receipt.
- 5) Following a purchase, the receipt/invoice and the matching Purchase Order must be returned to the financial secretary for payment.
- 6) **AS A RULE, BLANK CHECKS WILL NOT BE ISSUED!** If payment is required at the time of purchase, the exact amount must be pre-determined, so that the Office can issue the check for the correct amount. **Check requests must to be made in advance.** Checks will be issued on Thursday mornings, unless otherwise stated.
- 7) Any Purchase Order that is not specifically budgeted must be approved by the office manager or the financial secretary and have the approval of the team manager and possibly the Elders. If you are raising funds for a specific purchase and therefore the purchase was not budgeted, the purchase will **not be approved until the funds have been received.**

Please sign this form showing your receipt of the new procedure. Make a copy for your records and return a copy to the church office.

Name: _____

Date: _____