



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Purchase Request Procedures

*September 2022*

1. Purchase Requests are required for single purchases over \$200.00 or if you are over your allotted monthly budget for the month.
2. All requests are to be submitted to your Direct Report:
  1. Direct Report approval up to \$2,000
  2. Campus Pastor approval up to \$5,000 (also email request to Finance Director)
  3. Executive Pastor over \$5,000 (also email request to Finance Director)  
*Example of this: if an item costs \$7,000 there may be up to four signatures on the Purchase Request - staff member submitting the request, Direct Report, Campus Pastor and Executive Pastor.*
3. If you are purchasing items for another ministry other than your own the Purchase Request must be signed off by the church ministry leader that it will be charged back to. *For example, if Creative Arts is buying something for Student Ministries then the Student Ministries leader must sign off on the Purchase Request as well. This is to make sure that all parties involved are aware of the total dollar amount that will be charged to their ministry.*
4. Allow a two-week turnaround time for your purchase request to be approved. We know that there may be some exceptions that need to be taken into consideration and will be handled accordingly.
5. Once approved, the Purchase Request will be forwarded back to you for purchase with your Chase Credit Card.
6. When you purchase your items on your request you may find that the price has changed or the exact item may not be available anymore. As long as

the new item is within \$50 (+/-) of your Purchase Request and doesn't put you over your ministry budget, send an email to your direct report to make them aware of the change and continue with your purchase.

7. When the purchase has been completed save your receipts so that you have them available for your expense report in Zoho.