

****Please turn the completed form in to the Church Office to be submitted to the Stewardship Committee.**

Westminster Presbyterian Church - Omaha

Request to Purchase Church Materials

(This form must be completed and Session approval secured prior to purchase for all items costing over \$100.)

Date of Request: _____

Requested by: _____

Item requested and rationale for purchasing item. (How will it be used?)

Total cost of item(s): _____

Anticipated vendor: _____

Special circumstances that might affect total cost: _____

Requestor wants check issued to vendor for purchase amount? ____yes ____no

Requestor will purchase item and seek reimbursement with original receipt and completed Reimbursement Form? ____yes ____no

If request is approved and purchase is made, requestor agrees to submit original receipt and a second copy of the Request to Purchase form to the Stewardship Chair after the purchase is made.

processing. The **Reimbursement Request Form** can be found on the Forms Bank at www.westminsteromaha.com.

4. Once the Stewardship Chair or designee validates that all of the paperwork is completed, he/she will give it to the church Treasurer to process the reimbursement. The church Treasurer will write the reimbursement check to the original requestor, following the bimonthly check writing schedule established (on the 15th or 30th of each month unless an alternate date is selected and approved by Session for a specific month.)

In all cases, regardless of the amount, expenditures should be supported by original invoices and/or receipts, not photocopies. If any of the steps in this process are not followed, the request will be returned to the sender for correction and/or may not be reimbursed if approval was not obtained before a purchase was made.

WESTMINSTER PRESBYTERIAN CHURCH – OMAHA

Procedures Memorandum for Request to Purchase Church Materials

To: All members, the pastor and staff of Westminster Presbyterian Church, Omaha, NE

From: Stewardship Committee

Subject: Request to Purchase Guidelines and Procedures

Date: October 11, 2010

Purpose: To establish uniform procedures for requesting and purchasing all reimbursable expenditures.

Scope: These procedures apply to the pastor, all church staff, and all church members and friends carrying out church business.

Required Guidelines and Steps

To request an item for reimbursement, the following steps must be followed:

1. Make sure all items over \$100 have been pre-approved by Session using the **Request to Purchase** form. Items that are routine expenditures of under \$100 and are specifically and exclusively for church use can be purchased without the Request to Purchase form but if reimbursement will be requested, original receipts must be submitted. To request approval for items over \$100, the requestor must fill out the Request to Purchase form that can be found on the forms bank portion of the church website at www.westminsteromaha.com and submit it to the Stewardship Chair or his/her designee for processing. The Stewardship Chair or designee will then pass the request on to Session for approval.
2. If Session approves the request for purchase, then the item may be purchased in one of three ways: 1) the Church secretary orders the item as a C.O.D. or billable item; 2) the requestor purchases the item, gets original receipts, and is reimbursed later; or 3) the requestor asks that the Church Treasurer write a check to the appropriate vendor for the total amount of the item and the requestor purchases the item with this check.
3. If the requestor decides to purchase the item him/herself after receiving Session approval, then he/she must fill out a **Reimbursement Request** Form, attach original receipts for the item(s) purchased, and submit this to the Stewardship Committee Chair or his/her designee for