



PURCHASE ORDER INSTRUCTIONS

The rationale for incorporating a Purchase Order Request form is to have accountability for God's money and it's use.

1. The Purchase Order Form will be completed by all staff and/or members of Beck's Reformed Church prior to purchasing any items for the church.
2. The form is to be completed prior to purchasing and will be sent to the designated Deacons for approval.
3. The designated Deacons will be appointed by the consistory.
4. The Deacons will keep a notebook with a copy of the Purchase Order Request for annual review and to use during budget discussions.
5. Purchases under \$200.00 requires one signature.
6. Purchases over \$200.00 requires two signatures.
7. A copy of the Purchase order will be obtained by the person requesting it and a copy will be turned into the Controller with the receipts.
8. Failure to complete the Purchase Order Form prior to purchasing items may delay or prevent in getting reimbursement for the items purchased.
9. Reimbursement will be made bi-monthly. Purchase Order and Receipts will need to be turned into the Controller by the 1st and 15th of each month.