

St. David's Episcopal Church  
Purchasing Policy

1. This policy does not apply to the Rector's Discretionary Fund.
2. The following approval levels apply to purchases made for or on behalf of St. David's using church funds or for which reimbursement is expected. If the purchase is:
  - less than or equal to \$50, prior approval is not required.
  - more than \$50, but less than \$500, the Treasurer's approval/signature is required.
  - \$500 or more, Vestry approval and the Senior Warden Signature is required.Note: Initial verbal approval is acceptable but must be documented using the *Purchase or Reimbursement Record*.
3. Items needed on an urgent basis may be purchased by any member of St. David's using the approval levels above; reimbursement will be provided following submission of a completed *Purchase and Reimbursement Record* to the Treasurer.
4. Purchases by the Rector and Junior Warden using the St. David's credit card will be documented using the *Purchase or Reimbursement Record*.
5. When payment using a St. David's check is needed, a completed *Check Request* is required.
6. Routine, non-urgent purchases (e.g., office, kitchen, cleaning, maintenance supplies) will be requested using the *Purchase Request* and completed by the Treasurer using the St. David's credit card. If the credit card cannot be used, purchases will be made using a St. David's check.
7. Purchases by the Treasurer will be documented with an annotated invoice or receipt indicating the item(s) purchased, the date of purchase, and method of payment; a *Check Request or Purchase or Reimbursement Record* is not required.
8. Purchases by and for the St. Clair's Altar Guild will be documented by the Altar Guild. All purchase records will be available upon request by the Rector, Treasurer, and/or Senior Warden

Associated Forms:

*Purchase and Reimbursement Record*

*Purchase Request*

*Check Request*