

The Factory Ministries Purchasing Policy

The Factory Ministries has created a purchasing policy for all staff members, paid or volunteer, to follow regarding company purchases and expenses. A company expense or purchase is defined as any item or items that are purchased either as supplies or for program costs associated with The Factory Ministries day to day operations. All company purchases used for program costs need to be submitted to the Department Director, who will then forward the requests onto the Office Administrator. The following procedures need to be followed to request payment or reimbursement for company expenses:

For expenses or purchases under the \$25.00 limit:

- 1.) A petty cash fund has been established for staff members and volunteers to use for expenses or purchases that are under \$25.00. A Purchase Order Request Form is not required for transactions under \$25.00. After approval from the Department Director, Petty Cash Funds will be disbursed through the Office Administrator.
- 2.) If the Office Administrator is not available or the staff member or volunteer wishes to purchase items or expenses under \$25.00, a Purchase Order Request form is not required and the staff member or volunteer is able to make the purchase using their own funds after the Department Director's approval. Expenses for purchases that the staff members and volunteers make with personal funds will be submitted monthly using the Employee Reimbursement Form. Receipts are required to be attached to the form for reimbursement. No reimbursement will be made without the Employee Reimbursement Form and receipts. The Employee Monthly Reimbursement form will need to be submitted by the 5th of the following month to the Office Administrator so that the payment can be scheduled for disbursement.

For expenses or purchases over the \$25.00 limit:

- 1.) Items over \$25.00 will need to have a Purchase Order Request Form submitted to the Office Administrator from the Department Director. This request should be submitted at least two (2) weeks prior to the date the expense is needed. Purchase Order Requests that are submitted after

this deadline cannot be guaranteed approval.

- 2.) Upon approval of the Purchase Order Request Form, the Office Administrator will notify the Department Director, via email, that the request has been approved or denied. A Purchase Order number will be assigned to the purchase if the purchase order request has been approved and this number is required to be used on all documentation relating to the request.
- 3.) It is The Factory Ministries preference that the items that are submitted on the Purchase Order Request form will be purchased by the Office Administrator. If the employee has been issued a Factory Ministries credit/debit card, then the Purchase Order number needs to be attached to all receipts after Purchase Order approval. If the Department Director wishes to purchase the items, then they may do so through the Employee Reimbursement Form. Receipts are required to be attached to the form for reimbursement and the Purchase Order Number needs to be referenced. No reimbursement will be made without the Employee Reimbursement Form and receipts. The Employee Monthly Reimbursement form will need to be submitted by the 5th of the following month to the Office Administrator so that the payment can be scheduled for disbursement.
- 4.) If the Purchase Order Request is denied, the purchase cannot be made and no reimbursement for the expense will be issued.