



Requisition of Funds and Purchasing Policy and Procedure

RESPONSIBILITY **All Ministry Directors**

DEFINITION **Process for Securing Requests for Funds**

1. Requisitions must come through ministry Directors with signature and date as outlined on requisition form.
2. All requests for funds for planned activities should be submitted **no later than 2 weeks prior to actual date needed** except for benevolence which will be approved directly by the Chairman of the Stewards and Chairman of the Deacons. Planned activities must be on the COM calendar of events. **COM Planned events must be approved by the Executive Team or SLT prior to completing a request for funding.**
3. Requisition forms may be obtained from the requisition for funds mail slot located in Administrative Suite Area.
4. All requisition forms must be completed in full (front / back) including required signatures and dates of the **Ministry Director, Ministry Head, and assigned Steward.**
5. Vendor's name and address information must be completed on the form or the requisition will be denied until complete. This includes honorariums over \$600 where social security numbers are required for 1099 purposes.
6. All requisition forms must be signed-off by the Stewards Ministry or will be denied until sign off is received. A list of assigned Stewards is available.
7. The Stewards Ministry will determine (with guidance from Business Administrator) if request falls within the church's financial priority for events where no funds have been collected. This would pertain to items where no money was collected. Events where funding is collected must present an income & expense form which will show what is estimated to be collected and spent. Upon review and approval, the Stewards Ministry will forward to the Office Manager for completion of check request for Operating Account requests and to the assigned Steward for Ministry Account requests. If the event is not on the COM calendar of events the Stewards Ministry may deny, reduce or delay request based on weekly obligations of the church and conversation with Business Administrator.
8. The requisition initiator or designated ministry person can call the Office Manager to confirm when the approved check will be ready for pick-up. Please indicate how you wish the check to be delivered on the form.

9. **ALL support is required within 2 weeks of the date of the written check. Notices will be sent out and reviewed by Business Administrator for chronic offenders.**
10. There shall be no purchases from, or submission of purchases to an outside vendor without prior approval from the Stewards Ministry e.g. musicians, supplies, etc.
11. Purchases made or ordered out of pocket without prior written approval of the Stewards Ministry maybe denied even if it is a planned event.
12. Continued disregard of the process specially pertaining to request for reimbursement will be escalated to Executive Leadership Team.
13. All items purchased for, or donated to Alpha Worship Center and any of its affiliation shall become and remain property of Alpha Worship Center. It also must be brought to the attention of the Stewards Ministry for asset tracking purposes.
14. **Credit card purchases are forbidden** unless for emergencies and urgent matters deemed as such by the Stewards Ministry and Business Administrator. Approval must be obtained prior to purchase and request made in writing via requisition form.
15. Retail accounts will be handled in the same manner as credit card accounts.
16. **Only the Business Administrator or Chairman of the Stewards are authorized to sign any contract or make a financial commitment on behalf of Alpha Worship Center.**