

Guidelines for the Purchase Order Committee

It has been determined that there is some confusion concerning the purpose of the Purchase Order Committee elected during the regularly scheduled Business meeting last month. The following is provided in an effort to address those confusions by stating the Committee's mission and intent.

- The motion was intended to state that with the increase of financial activity due to the addition of the new facility, a Purchase Order system will need to be established to assist in the management of cash flow for the entire finances of the Church. Therefore, a Purchase Order system will be established for all financial activities that include Building Funds and General Fund.
- The Committee's intent is to only develop and recommend to the Church Body the policies and guidelines for a Purchase Order system.
- These policies and guidelines will include, but not be limited to, items such as:
 - Recommending which Budget Categories will require Purchase Orders and which categories will not.
 - Recommending what the dollar threshold amount will be for a Purchase Order (i.e., as an example purchases over \$TBD will require a Purchase Order while those under this amount will not).
 - Recommending what will be the maximum time limit that a Purchase Order can exist before it is acted upon (i.e., approved, denied, or deferred). This will insure that all Purchase Orders must be acted upon in a timely manner.
 - Reviewing the current Budget Category Points of Contact and recommending changes if needed.
 - Recommending the authorization process for a Purchase Order and their alternates.

This Purchase Order system, once established, will continue indefinitely in order to assist in the orderly management of finances of South Park Baptist Church.

Once the Committee has completed its assigned tasks and presented their recommendations to the Church Body, this committee will be dissolved unless otherwise directed by the Church Body.

This Committee will not be involved in any financial decisions and will not entertain any alterations to the current budget.