

Purchasing and Financial Reimbursements

Date of Policy: 1/2006

Policy Updated:

Policy Owner: Treasurer and Green Sanctuary

Church members and friends can be reimbursed for money spent on behalf of the church. Available funds are allocated to committees so contact the Committee Chair to obtain approval before making a purchase.

Sales tax does not have to be paid on purchases. If a committee is considering a major purchase, contact the Treasurer for details about the Tax Exempt Form.

Whenever possible, purchasing decisions should be based on responsible consumerism such as:

- High energy efficiency
- Recycled materials content
- Support of local retailers rather than “big box” stores
- Support of fair trade practices
- Non-toxic materials
- Environmental-friendly and organic production and growth methods
- Reuse (buy second hand) instead of new
- Is it really needed?

The Treasurer handles all reimbursements. To submit a request for reimbursement:

1. Fill out the [Expense/Check Request Form](#). (These forms are commonly called the green forms and are located on the church office door or on the church website).
2. Attach the original receipt to the Form.
3. Have the Committee Chair approve and sign the Form.
4. Make a copy of the signed Form and receipt. Give the copy to the Committee Chair.
5. Put the original Form and attached receipt in the Treasurer’s mailbox in the church office.