

PO procedure for Grace Lutheran Church

1. PO submitted for approval by the 6th day of each month in order to be approved at that month's council meeting.
2. Any PO submitted after the 6th will not be approved until the following month, so everyone needs to plan ahead.
3. In the case of unplanned or unknown expenditures that come up without advance knowledge, submit the PO and be aware that approval may take 7-10 days only if it is a true emergency/immediate need.
4. The exact amount is not always known when submitting a PO, so please try to submit the amount as close as possible.
5. When the invoice arrives, it will be matched to the approved PO. If the quantity is more than requested on the PO then a) you will be responsible to notify a council member that you had to order in quantities of 5, 10, etc and could not order individually, but hopefully you had already checked this out before submitting the original PO and this would not occur or b) realized you needed more, but then you would need to submit a revised PO to be approved before making that order or c) you will verify that only xx quantity was ordered and contact your vendor to correct discrepancy or d) if for personal use, then reimburse the church for that amount.
6. If the amount is substantially more than requested on the PO, then the council will need to know why and approve the additional cost. If they do, please be aware that this will reduce the amount later for your department/committee for future needs. If they do not approve the difference, then the product may need to be returned for credit or you may need to reimburse the church for the difference. We do not want anyone to have to purchase items and then be responsible for the cost, but we also cannot have unlimited spending. These provisions are to protect everyone.
7. For POs that request a set amount to purchase items: for example \$100 to purchase spiral notebooks to donate to the school – turn in receipt and if the purchase came in under the requested amount, also turn in the change; if the purchase came in over the requested amount, submit PO asking to be reimbursed for the difference.
8. For fundraising events – you will determine how you would like your proceeds distributed. You may determine that you want to buy items for the church and \$XX dollars are designated for that and you want the balance to go to a charity or to the general fund, etc. For the amount of \$ that you are designating for purchases for the church (for example, mixer for the kitchen) submit PO(s) for the item(s). Please remember, if you submit the PO for an amount, but the actual purchase was over or under that amount, you will either need to submit a PO to be reimbursed for the difference or return the funds not spent – either with the receipt attached to the PO.
9. Please do not charge items at Shugar's unless approved by Council. We will give Shugar's a list of people that can charge items.

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