

## Guidelines for Purchasing at Windsor Baptist Church

### **Non-Emergency Purchases:**

All purchases **over and above your budgeted expenses** should be considered a purchase that will need reviewing. All requests will be reviewed at the Financial Advisory Committee's monthly meeting unless otherwise stated.

All purchases over \$500, other than ongoing monthly expenses, need to go through the Financial Advisory Committee by submitting a request form.

**ALL** purchases over \$2000 will need at least 2 proposals and will need to be submitted to the Financial Advisory Committee. A request form should be submitted along with the proposals.

### **Emergency Purchases:**

The Deacons should first be contacted with the emergency request. Anything over \$2000 should be sent immediately by email to the Financial Advisory Committee for an urgent response. If necessary, a conference call may be requested.

All questions can be submitted to the Treasurer at [WBCBooks@comcast.net](mailto:WBCBooks@comcast.net).

### **Expenditure Request Form:**

High Priority                      Intermediate Priority                      Low Priority

Date: \_\_\_\_\_ Requestor: \_\_\_\_\_

Purpose of Purchase: \_\_\_\_\_

History of item being replaced: \_\_\_\_\_

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Timeline for need: \_\_\_\_\_

Contact person and contact information: \_\_\_\_\_

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