

THE FOUNTAIN MINISTRIES, INC.

Policies and Procedures Manual



PURCHASE REQUEST

Effective: 12/27/18

Updated: 01/13/22

Purpose: To promote good stewardship when making purchases, provide current and accurate data for decision making and provide for enhanced control of cash flow and accurately record the financial accounting transactions.

Purchase Requests and Reimbursements

1. Any purchase that requires reimbursement or payment to a person or vendor requires a **Purchase and Reimbursement Requisition Form**. Purchases cannot be made until Lead Pastor approval is granted.
2. Purchase requests are required for, but not limited to, the following items:
 - Contracts for Retreats
 - Supplies
 - Maintenance of buildings, equipment, vehicles, etc.
 - Furniture and fixtures
 - Food
 - Professional services
 - Promotional items
 - Reference materials – books, music, etc.
 - Curriculum
 - Advertising
 - Newsletters
 - Recreational activities
3. All printing, graphic design, etc., no matter the cost, requires a Purchase Request.
4. Please allow two (2) full days for the purchase request process. **Please submit your purchase request via the Purchase and Reimbursement Requisition Form.**
5. If an approved purchase is made by the requestors personal credit card, cash, or check, the requestor must submit the **Purchase and Reimbursement Requisition Form** and receipts in order to receive reimbursement (See Exhibit A for the form)
6. If a quest is approved and a check or reimbursement is created to an individual's name, receipts must be provided as soon as purchase is made or with the **Purchase and Reimbursement Requisition Form**.
 - a. **Highlight each transaction amount on the receipt applicable to reimbursement or payment.**

IMPORTANT NOTICE: If receipts are not provided the dollar amount of the check or reimbursement amount will be accounted for as wages towards the individual and an IRS 1099 Form will be created at the end of the calendar year for said individual.

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Check Requests and Reimbursements:

1. Checks will only be run and printed on Wednesdays and Fridays.
2. All approved check requests must be received by the Accounting Department no later than 12:00pm on the check run day. If the check request is not received by deadline, then it will be generated the next check run date.
3. Zelle is used by TFM, Inc. and may be used as a form of reimbursement to an individual.

EXHIBIT A

PURCHASE AND REIMBURSEMENT REQUISITION FORM

CAMPUS NAME (insert campus associated with this request): _____

REIMBURSEMENT INFORMATION

REQUESTOR NAME (typed name is a form of signature): _____

PAYABLE TO: _____

ZELLE NUMBER OR EMAIL: _____

PURCHASE EXPLANATION:

PURCHASE PAID WITH: CASH CHECK CREDIT CARD

REIMBURSEMENT AMOUNT: _____

LEAD PASTOR INFORMATION AND APPROVAL

LEAD PASTOR NAME: _____

LEAD PASTOR (Signature): _____

MONTHLY BUDGET EXPENSE: YES NO (if no – explain)

EXPLANATION:

PAYMENT APPROVAL

EXECUTIVE PASTOR APPROVAL: _____

ADMINISTRATOR APPROVAL: _____

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