St. John Evangelist Catholic Church

Purchase Order Request Policy

- All purchases over $50.00 must submit a Purchase Order Request form before purchase. Requests must be submitted by Monday at 9:30 AM to be processed and approved by Tuesday at 3:30 PM.

- Purchase Order Request form may be filled out by paper and returned to parish office, or emailed to Joyce Holstein, business@btsje.org

- Purchase Order Requests will be processed and approved by Parish Bookkeeper; any extraordinary requests or questions will be presented to the Pastor/Administrator for final approval.

- When parish credit card is used, it must be returned to parish office within 48 hours. For reimbursement, a receipt must be attached to purchase order. Regular delayed returns will result in denied access to parish credit card.

- If something is purchased without a pre-approved Purchase Order, it will not be paid until an approved Purchase Order is issued.

- St. John Evangelist reserves the right to not approve any intended purchase. If that should happen, an explanation on the Purchase Order Request. The decision can be re-evaluated should more information or justification is provided.

- This policy does not apply to funeral luncheon purchase, but receipts must be turned in within 48 hours.

- This policy does not apply to invoices for weekly/monthly parish expenses that are processed and approved through weekly checks examined and signed by Pastor/Administrator and Parish Trustees.

St. John Evangelist Catholic Church

Purchase Order Form

Name: _____

Date: _____

Parish Group or Department: _____

Budget line, if known: _____

Total Amount Requested: _____

Check to be made out to: _____

☐ Parish credit card to be used

☐ Parish account to be charged

Vendor: _____

Purchase Description & Costs:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Purpose for purchase or comments:

_____

_____

_____

_____

_____

_____

Processed by: _____ Date: _____