

NEW HAMPSHIRE CONFERENCE UNITED CHURCH OF CHRIST PURCHASING POLICY

SECTION I: PURPOSE

This policy is adopted to assure that Conference funds are expended in the most prudent fashion to assure goods and services required by the Conference are acquired in a timely manner in an efficient way.

SECTION II: PURCHASE LEVELS

- A) PURCHASES UP TO \$1,000: The Ministries shall have full authority to make purchases of goods or services up to \$1,000 which are identified within the Ministries annual budget. For purchases over \$1,000, Ministries shall follow B) and C) below.

- B) PURCHASES up to \$10,000: The Conference Minister shall have full authority to approve purchases of goods or services up to \$10,000 for those items which are identified in the Conference approved budget.

- C) PURCHASES OVER \$10,000: For purchases OVER \$ 10,000, the Conference Minister or designee shall contact as many vendors as necessary in order to obtain three written or verbal quotations. The Conference Minister shall present these quotations to the Board of Directors, along with a recommendation, for their approval. In the event less than three (3) quotations are available, the Board of Directors may waive this requirement.

NOTE: The above thresholds do not including shipping/freight costs.

SECTION III: MISCELLANEOUS PROVISIONS

EMERGENCY PURCHASES: An emergency purchase outside the guidelines established by the policy, may be made by the Conference Minister if in the judgment of the Conference Minister, it is deemed necessary. This shall generally mean or relate to emergency repairs to equipment or facilities which must be kept operating to protect the health and/or safety of persons, or property.

REQUESTS FOR REIMBURSEMENT: When authorized purchases are made by individuals requiring reimbursement from the Conference, detailed receipts must be submitted within sixty (60) days of the expenditure to the Finance Office. Expenditures not submitted within the required timeframe, will not be reimbursed.

SECTION IV: EFFECTIVE DATE

These policies shall be effective upon a vote of the Board of Directors and shall replace any and all purchasing policies previously enacted by the Conference.