

## Saint Mary of the Mount Organization Finance Policy-Procedure 2017

Amount	Form	Other and Timing
<b>Under \$50</b>	Reimbursement Form	Submit receipts, cash for reimbursement, cash can be received prior
<b>\$50 – \$250</b>	Reimbursement Form	Submit receipts, check for reimbursement, checks could be received prior
<b>Over \$250</b>	Requisition Form	Submits form prior to purchase, Check etc. paid to the company when possible
<b>Over \$2000</b>	Requisition Form	Is reported to Pastor and Finance Council
<b>Out of budget – no matter what the amount or Special Requests</b>	Out of Budget Form	Must be approved by Finance Council – expect at least a month for approval or not – PFC only meets 1x month

### **3 Different Forms: Available in the parish office and on our webpage**

1. Reimbursement Form – Under \$250
2. Requisition Form – Over \$250
3. Out of Budget/Special Request Form – All out of budget request

**Tax Exempt Form – To be used for all purchases - copies can be acquired form the Office Manager**

### **Values Based Purchasing Policy:**

1. **Made in USA** – speaks for itself
2. **Made or service given by locally and/or smaller local company** – from our area or those with which our parish has relationship (especial if offer discounts etc.)
3. **Environmental and Human impact** – will focus on buying and using things from companies that have strong human and environment records, made with recycled products, use renewable energy sources, are biodegradable, offer a just wage, etc.
4. **Quality and Competitive** - several options and providers are considered before deciding on best quality and price