



1666 Village Green Crofton, MD 21114
443.302.9645 | www.trinitypres.us

Trinity Presbyterian Church Purchasing Policy Process

1. All purchase that a fixed expenditures as noted in the TPC Purchasing Policy, will be sent to the chairman of the deaconate or his deacon representative with proper documentation for approval. Documentation to include the budget item to be charged, its purpose and receipt. Once approved, the expenditure is sent by the deaconate representative to the TPC administrator for payment.
2. All capital equipment expenditures as defined by the TPC Purchasing Policy will be reviewed by both the Session and deaconate as needed. Once approved, the TPC trustees will sign the contractual agreement and directly forward executed contract for implementation to the TPC Administrator.
3. All Ministry expenditures as defined by the TPC Purchasing Policy will be reviewed by its oversight Elder. Once approved, all proper documentation supporting the expenditure will be forwarded by the oversight elder to the TPC Administrator. Proper documentation should include receipt for the expense, the ministry budget item to be charged and a brief description of its purpose.

Please see the purchasing voucher template attached

Voucher to be used for all purchase payment request