

First United Methodist Church Gainesville, Florida

February 23, 2006

FUMC Purchasing Policy

Overview:

Purchases for the church are to be made using the approved check requisition or church credit card procedures. Using this method, the church will not be charged for sales or other taxes. This is in the best interest of efficient use of church resources.

Procedure:

Except in exceptional circumstances, all purchases made by or for First United Methodist Church will be made through the approved procedures for check requisition and the use of the credit card. Individuals not using these approved methods will not be reimbursed for sale taxes or for the actual purchase.

Exceptional circumstances are normally limited to instances where delay of a purchase to comply with normal procedures would cause serious material or financial damage to the church. Convenience is never a reason for non-compliance. Requests for approval of exceptions to this policy may be submitted to the Finance Committee.