

Reimbursement Policy

From time to time, it may be necessary for a church member to purchase items for church purposes.

First, if at all possible, the purchase should be sales tax free. Many merchants already have our information on file. Check with the church office to see if the church is already setup with a specific vendor. A Certificate of Exemption form (available in the church office) should be presented to those that request it.

Second, if the transaction is \$100 or less, the member should pay for it, and the church will reimburse within ten days from date the reimbursement request is received.

Third, if the transaction is more than \$100, the member may pay for it, and the church will reimburse within ten days from date the reimbursement request is received, OR the Church Office will order the item using the church's means of payment. In the latter instance, a purchase request should be provided with pertinent information needed to complete the request.