

**DIOCESE OF SIOUX CITY
PARISHES
PURCHASING PROCEDURES**

1. Perform price comparisons when necessary to determine the vendor and an estimate of the estimate.
2. Complete a purchase order (PO) prior to making purchases for the parish.
 - a. This includes credit card purchases and employee expense reimbursements.
Note: Credit cards should only be used by the person identified on the card, employees should know their credit card limit. Employees should use established vendor accounts that directly bill the parish whenever possible. Use the IRS mileage reimbursement rate for travel for priests. You may elect to use this rate or a lower rate to reimburse employees.
 - b. Exceptions: monthly utility bills and bills of similar nature.
 - c. When final costs are unknown, estimate the cost of the purchase.
 - d. Assign a purchase order number.
 - e. Each PO should be signed by Father.
 - f. File alphabetically in file folder.
3. For annual maintenance agreements paid monthly or quarterly, complete one PO per year. Attach a copy of the PO to the accounts payable voucher each month or quarter when you pay the bill.
4. When the invoice, credit card statement, or receipt is received, match it with the PO. For credit cards, receipts should also be attached to support each transaction. Attach the invoice, statement, receipts, and PO to the accounts payable voucher. Have Father sign the voucher to approve for payment.
5. Provide Father with a list of checks each week to review.
6. Monitor the budget, notify Father if an expense is not planned.
7. Check signing - Reimbursements (including paychecks) to the pastor should be signed by an alternate authorized signer (typically a finance committee director).

Suggestion:

Levels of Approval:

Example:	<\$500	Father or finance committee director
	> \$500	Father
	>\$20,000	Father <u>and</u> Vicar General or Bishop (for capital expenditures)

Note: **Churches are not exempt from sales tax.** If the vendor is not charging sales tax, request that they do and obtain a new invoice with the tax included.