Purchasing Policy St Mary's Marston Moreteyne & Lidlington[1]

Our vision: to be a Tower of living stones; chosen, mended and built by Jesus our Cornerstone - to make followers for Him, to be a sanctuary of prayer and a community of love

Purchase Requirements

All purchases must be:

(2) Tangibly beneficial for the charity and contribute to our vision - will it still be needed longer term? What if we didn't make the purchase? Is it possible to buy Fairtrade?

(2) Cost effective – have better or cheaper alternatives been considered and where appropriate, two or three quotes obtained? Are there better things this money could be spent on?

(3) Within Budget – which budget will the purchase come from? Is there enough money left in that budget?

(4) Conflicts of Interest - when dealing with suppliers, potential conflicts of interest can sometimes arise. Church members may be employed by the supplier company or personal friendships may grow up over time. Such potential conflicts should be reported to the PCC as soon as they are identified. They will not normally prevent trading with the company concerned but it is in everyone's interests to ensure transparency. Those PCC members with a conflict of interest should declare it and withdraw from any decision around appointing a supplier.

Budget Holder Agreement

All purchases over £25 must be agreed upon upfront before a purchase is made by an appropriate budget holder, or the Purchase Officer/Treasurer

For purchases under £50 verbal approval is acceptable. Purchases over this amount should have email confirmation

For purchases of £200 and over, two or three quotes should be submitted to the budget holder

In addition, any purchases over £500 should also be pre-approved by two PCC trustees (for recurring expenditure, this only needs to be done once prior to the contract/direct debit/standing order being set up).

Recording of Purchases

After making a purchase, the person making the purchase must:

(1) Enter the purchase into ExpensePlus – This should be done in a timely way (ideally, within 7 days of the purchase).

(2) Submit a receipt – An itemised receipt showing a detailed breakdown of expenditure must be obtained and uploaded within ExpensePlus (receipts can be uploaded, photographed, or emailed).

Note: card receipts that simply show the overall total without showing a breakdown of what has been purchased are NOT acceptable.

Reimbursement

The Church reserves the right to **not** reimburse expenses that:

- Do not fulfil our purchase requirements set out above
- Have not been agreed with the appropriate budget holder prior to the purchase being made
- Do not have a valid receipt

Declaration

I have read, understand, and agree to abide by all of the requirements set out above and take full responsibility for ALL purchases that I make. I will always act with integrity. If I am unsure about purchase, I will always check with the appropriate budget holder BEFORE purchases are made, and if further guidance is needed the PCC Treasurer/Purchasing Officer should be consulted.

Name: **Signature:** **Date:**

[1] 17/5/25 adopted by PCC