



St. Paul's United Church of Christ

47 S. Whiteoak Street

Kutztown, PA 19530

610-683-3393

PURCHASING POLICY

BACKGROUND:

God provides resources for the church, through offerings and other gifts received from members and others. It is the church's intent to utilize these resources in a prudent and responsible manner. The church recognizes that competitive solicitation, though not always practical, can result in significant savings, particularly for larger purchases.

POLICY and PROCEDURES:

1. No purchases shall be made unless it is budgeted for or approved in advance by Consistory.
2. When purchasing budgeted items in excess of \$500.00, but less than \$2,000.00, two (2) quotations are required. Verbal quotations to the chairperson are acceptable. The chairperson is required to submit written comments from the vendors when requesting Purchase/Check reimbursement requests (for \$_____).
3. Purchases exceeding \$2,000.00 and budgeted will require the following:
\$2,000.00 - \$5,000.00 Two (2) written proposals
\$5,000.00 - \$20,000.00 Three (3) written proposals
\$20,000.00 or greater Three (3) written proposals
and approval by Consistory prior to committing St. Paul's to a vendor.

All quotations must be kept confidential during the bidding process. Every effort must be made to insure bidders are receiving the same information (specifications) for preparing their recommendation and pricing. If all proposals are equal, the lowest bidder must receive the purchase.

A purchase outside the parameters of this purchasing policy can be made at a higher cost if recommended by the Committee and approved by Consistory.

EXCEPTIONS:

- A. If less than the recommended number of vendors cannot be found that offer the specific goods/services, the purchase can be made with the recommendation of the Committee *and* approval of Consistory.
- B. EMERGENCY PURCHASES – The Committee is responsible to call for a special Consistory meeting to review the requirements. If time does not permit any delay, the Chairperson and Committee are responsible to act in the best interest of St. Paul's.