



Miles Memorial UMC Pre-Approval Expenditures Policy

1. Purpose

The purpose of this policy is to ensure that all church funds are spent responsibly, remain within the approved budget, and maintain alignment with United Methodist Church (UMC) governance.

2. Pre-Approval Workflow

Before making any purchase, please follow these steps:

- **Verify Fund Availability:** The purchaser must first check with the appropriate committee chair/purchasing authorizer to confirm that funds are available for the purchase and outlined within the [budget](#) (using the appropriate [charge codes](#)), by using a [pre-approval portion of the payment authorization form](#).
- **Obtain Authorization:**
 - **If funds are available:** The committee chair may grant pre-approval for the purchase.
 - **If funds are NOT available:** The committee chairperson must seek formal permission at the next scheduled Finance Committee meeting before the expenditure can be made.
 - **Pastor Accounts:**
 - “Pastor Accounts Reimbursable” expenditures must be pre-approved specifically by the Staff-Parish Relations Committee (SPRC) chair.
 - “Pastor Discretionary Funds” (COFFER) expenditures need to be submitted to the Treasurer within 14 days of purchase with receipts and documentation from the Outreach or Nurture Chair verifying the expenditures.

3. Spending Restrictions

- **Official Business Only:** Expenditures must be strictly for official Church business as outlined in the approved fiscal budget.
- **No Personal Expenses:** Personal charges are absolutely prohibited.
- **Tax-Exempt Status:** Cardholders are required to use the Church’s tax-exempt status for all eligible purchases.

4. Documentation & Accountability

- **Itemized Receipts and Submission:** After the transaction is made, the committee chair shall submit the payment authorization form with the receipt(s) to the Treasurer within 14 days of the purchase. Every approved transaction must be backed by an itemized receipt that includes the date, vendor, and specific ministry purpose. Transaction requests without receipts will not be honored. Transaction requests past 30 days of purchase will not be honored.
- **No Self-Approval:** No individual is permitted to approve their own charges.

5. Compliance

Failure to follow the pre-approval process or repeated failure to provide documentation may lead to the revocation of spending privileges.