

Policy 417

VENDOR APPROVAL POLICY

1. At the beginning of each new financial year, the Treasurers will review the vendor list and delete any vendors no longer needed. The revised vendor list will be presented to the Finance Cabinet for review at the second meeting of the year. The revised list is to be authorized by the Finance Cabinet and signed by the Vice President of Finance. A copy of the signed vendor list will reside with the Treasurers and the VP of Finance.

With the exception of the list in paragraph 2, new vendors must first be approved by the Finance Cabinet before payment can be made.

2. The treasurers are restricted to paying invoices from the approved vendor list, with the following exceptions:
 - a. Church members requesting reimbursement for approved expenses.
 - b. Disciples House residents requesting refund of their security deposits.
 - c. Musicians and Pulpit Supply contracted by the Senior Minister for worship services.
 - d. Charitable organizations chosen by the Program Cabinet to receive gifts from outreach funds or specified in a Mission Pass Through donation.
 - e. Refunds to Craft Fair vendors.
 - f. Refunds for cancelled room reservations.
 - g. Businesses contracted to perform budgeted services, provided that the total cost will be less than \$500.

Board adopted April 2009

Revisions recommended by Finance Cabinet, May 10, 2021

Revisions adopted by the Board, Aug 17, 2021

Revisions recommended by Finance Cabinet, Mar 13, 2023

Revisions adopted by the Board, April 3, 2023