

Making Purchases on behalf of Ankeny First UMC

When needing to purchase supplies or materials for you committee, cluster, event, etc, please follow the following guidelines and options.

First – please make sure you follow the following guidelines:

- Is this purchase necessary for the mission and vision of Ankeny First and your ministry/mission?
- Is this purchase within the budget allowance set by the cluster, committee, and Ankeny First Staff Liaison?
- If this purchase is greater than \$500, do you have formal approval from the committee/cluster in the form of meeting minutes and/or written communication approval and approval from Ankeny First Staff Liaison?

If you answered yes to all three guidelines, below are your options for making the purchases. They are listed in the preferred order of purchase but all options are available.

1. If the purchase can be made with a credit card and your Ankeny First Staff Liaison has their own Ankeny First credit card and is available to make the purchase, that staff liaison may use their Ankeny First credit card. Please work directly with your Staff Liaison and ensure they have the proper documentation and receipts to turn in with their other credit card purchases.
2. The Uptown Church Office has several cards available for individuals to “check out” and make the necessary purchases. Check with the Church Office (515-964-4249, M-F 8am-5pm) for availability of the cards. All documentation and receipts must be turned into the Church Office when the card is returned.
3. Vendors who accept checks - If the vendor is able to create an invoice/charge Ankeny First and will accept check payment, you may request a check prior or after the purchase to be issued directly to the vendor. Documentation in the form of a quote and/or invoice is necessary to process the check. All check requests must be received by the Ankeny First Accounting Department prior to noon on Thursday of each week and will be printed/mailed Friday. ****Be sure to allow for extra time prior to this deadline for signatures from your Staff Liaison.**
4. Personal Reimbursement – If you make a purchase with your personal checking/credit card, you can be reimbursed for the expenses. Be sure to turn in all approval documents and itemized receipt to your Staff Liaison for processing. **Note** that for auditing purposes, all purchases/receipts must only include purchases to be reimbursed. Do not make **any** personal purchases on the same receipt that you will be turning in for reimbursement or we may not be able to reimburse you for the expenses. All check requests must be received by the Ankeny First Accounting Department prior to noon on Thursday of each week and will be printed/mailed on Friday. ****Be sure to allow for extra time prior to this deadline for signatures from your Staff Liaison.**

If you have any questions concerning purchases or cluster/committee budgets, do not hesitate to contact Alicia Ver Huel, Financial Officer at 515-964-4249 or alicia.verhuel@ankenyfirst.org.