

St. Martin Parish Ministry Purchase Request Process

Each Parish Ministry is given an approved budgeted amount for the fiscal year, along with an explanation of how the budgeted amount was calculated. For example, the RCIA budget is \$1,000 based on:

- \$500 for the purchase of 20 textbooks at \$25 each
- \$250 for diocesan RCIA charges
- \$250 for other RCIA expenses TBD

Below is an outline of the process by which a Ministry Leader requests a purchase:

1. Ministry Leader (this may be the Pillar Head if no leader has been designated) completes a Purchase Request Form in its entirety, including the “Comment/Special Instructions” section.
2. The form must indicate if the purchase is to be made or if someone is to be reimbursed for the expense. ***It is preferable that purchases be made directly by the parish office unless of an emergency nature.***
3. If this is a request for reimbursement, a receipt must be attached along with the Purchase Request.
4. If budgeted, the Purchase Request form is directly submitted to the Parish Bookkeeper for processing. If not budgeted, an explanation must be provided in the “Comments/Special Instructions” section before submitting to the Parish Bookkeeper. In either case, a copy is sent to the Pillar Head for tracking*.
5. If the request is not budgeted, the Purchase Request will be placed in a folder for the Pastor and Finance Council Chair to pursue further details if necessary and bring to the next council meeting for discussion.
6. Finance Council will review requests at their monthly meeting.
7. Approved requests will be signed by the Pastor. The Finance Council Chair will return them to the Parish Bookkeeper for processing and purchase and notify the Pillar Head for tracking.
8. If the request is denied, the Finance Council Chair or Pillar Head budget partner will notify the Pillar Head, Ministry Leader and Parish Bookkeeper.

*The Ministry Leaders along with the Pillar Heads are responsible for monitoring the Pillar and Ministry budgets including expenses and income.