

## **Policy on Purchasing Non-Food Supplies at United in Faith**

This policy pertains to the purchase or ordering of non-food supplies for United in Faith, its groups, committees and ministries.

**The Church Administrator is the only one authorized to purchase or order non-food supplies for United in Faith, its groups, committees and ministries.**

This policy will insure that sales tax will not be paid, that efforts will not be duplicated and that the church office is aware of all orders and purchases of non-food supplies.

The **Order Request Form** should be used to request that non-food supplies be ordered and purchased. The completed form can be emailed to the Church Administrator at [unitedinfaith@unitedinfaith.org](mailto:unitedinfaith@unitedinfaith.org) or placed in the Church Administrator's mail box.

Attachment: **Order Request Form**

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