NORTHWEST TEXAS CONFERENCE

Treasurer's Policy and Procedure Manual

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Purchasing Policy

God has called us to be stewards over God's creation. The term steward, as used in the New Testament, means manager. The scope of management is over all things not just money. Still, Jesus talked about "treasure" and money more than any other subject other than love.

Therefore, in order to be good managers of the resources God has entrusted to our care, the Northwest Texas Conference ("NWTX" or "the Conference") has implemented a Purchasing Policy and Procedure. This policy and procedure is a guideline and cannot possibly cover every possible situation. Therefore, please follow the spirit (as well as the letter when possible) of this policy. If you have any questions, please contact the Treasurer's Office.

General Policy

For all discretionary purchases (as described in the section following) in excess of $500.00 (five hundred dollars) where an employee or agent of NWTX is committing the Conference to purchase goods and services and the conference will be billed or will pay directly to the vendor (see policy on approved vendors), a purchase requisition must be submitted.

The purchase requisition can either be completed electronically or printed and sent to the person or persons who will review and accept or reject the purchase requisition. Approved purchase requisitions become purchase orders and are assigned a number. That purchase order number must appear on all correspondence including but not limited to the vendor's shipping order, invoice and statement.

It will be the purchaser's responsibility to inform the Treasurer's Office of any changes in the quantity received, and problems with quality and fitness for the purpose, and any partial receipts.

Upon delivery of the goods or services and the purchaser's receipt thereof, the vendor is to submit an invoice directly to the Treasurer's Office. At that time the invoice will be matched against the purchase order. Any material discrepancies will result in the rejection of the invoice for payment and its return to the vendor and the purchaser.

Exempt Purchases

This policy does not apply to the following types of purchases:

- Utilities (e.g. heat, light, power for an office)

- Purchases $500.00 and less regardless of use or intent. However, this does not mean that a purchase requisition cannot be submitted for these purchases.

- Normal travel and entertainment. However, special events (e.g. Annual Conference, Camps, Retreats, etc.) that are planned well in advance of the actual event would not be exempt from the requirements of this policy.

- Registration and dues for denominational or professional meetings and organizations.

- Payments under ongoing contracts (e.g. rent)

Approved Vendors

All purchases must be made from approved vendors. If you are uncertain as to whether a vendor is an approved vendor, contact the Treasurer's Office. Before a vendor can be used, a W-9 must be submitted showing the vendor's name, address, phone number and taxpayer identification number. If you or the vendor do not have access to a Form W-9, contact the Treasurer's Office to obtain this form.

Section

2

Purchasing Procedure

Electronic Purchase Requisitions

From computer networked to Conference server
Follow this procedure for accessing the Purchase Order Module of Shelby Systems:

1. Start Shelby 5 from your desktop or from the Start Menu/Programs

2. Enter your User ID and Password.

3. From the Dashboard choose the Purchase Order module (you can access this from the drop down menu if it doesn't appear on the dashboard.

4. Click the **New Icon** located on the tool bar or press the right mouse button anywhere in the grid and click **New** from the available choices, or click **File** from the menu bar and then click **New**.

5. Leave the Requisition # blank and the system will give you the next available number. Likewise, leave the PO/CkRq # blank and the system will assign the next available number.

6. Type in a few characters of the **Vendor Name** and click the Search Button (next to the vendor name field). Choose from this list the appropriate vendor. If the vendor name does not appear, see Approved Vendor policy).

7. Once you have selected the vendor and return to the Purchase Order Entry screen, the Fund, Department, and Account will automatically be loaded into the first row of the grid. However, if the Fund, Department and Account fields are blank, see Step. 17.

8. Select the type of document you are submitting from the drop down list, i.e. **Purchase Order** or **Check Request**. A <u>Purchase Order</u> is to be used for purchases where the vendor, upon approval of the purchase requisition, will be submitting an invoice when the goods or services are provided. A <u>Check Request</u> should be used where a separate invoice will not be submitted and where a payment is to be made directly from the <u>Check Request</u>. **Expense reimbursements should be submitted as a Check Request.**

9. Click on the **Header Tab** to continue the process.

10. Type in the e-mail address for the vendor if you wish the vendor to receive a copy of the approved purchase order.

11. Type the **Date Issued** (usually the current date).

12. Type in the **Date Requested** (the date the purchase is to be made).

13. Select the **Approval Path** from the drop down list.

14. Type a new **Agent** name (the person acting on behalf of the Conference) or select one using the Search Button.

15. Click on the **Detail Tab**.

16. Type the **PO Total** (e.g. 150.55) in that field.

17. Enter the **Project** (if any) and **General Ledger Distribution (Fund, Department, Account#**. If you do not know the Fund, Department, and/or Account #, use the drop down boxes or press F4 to bring up a look-up box. If you do not find what you consider to be the correct Fund, Department and Account #, then enter this combination: 101/000/21551 and the Treasurer's office will correct it later. Also attached is an abbreviated list of common Fund, Department and Account # that would be applicable to the more common types of purchases.

18. Enter the **Description** (e.g. Printer, Microphone, Supplies, etc.). If you are purchasing more than one item from the vendor, you must complete a line for each item.

19. **Qty** – Type the quantity of each item being purchased.

20. **Unit Price** – Type the unit price for each item and the computer will do the math.

21. Continue adding lines as necessary.

22. Choose the appropriate **Approval Path**. BCC Camping is for the summer camps, CSC is for the Conference Service Center, CFA is for the Council on Finance and Administration, DS is for the District Superintendents.

23. Proceed to the **Approvals Tab**.

24. **Approvals Needed By**: - any approval needed for this invoice is listed here.

25. If you are one of the approvers, click either the **Approved** box or the **Rejected** box.

26. If rejected, type the reason the PO was rejected.

27. Click the Memo Tab and enter any comments desired.

28. Use the Acquire/View button to scan a document associated with an entry and import. If you do not have access to a scanner, please submit the documentation in an envelope with the Purchase Requisition/Check Request # legibly written on the envelope to the Treasurer's office

From remote computer (not networked to Conference server)

Follow this procedure for accessing the Purchase Order system from a computer not connected to the Conference server but has a high-speed internet connection:

1. From a Windows –based computer, click on Start/All Programs/Accessories/Remote Desktop Connection. On some computers you have to click on Start/All Programs/Accessories/Communications/Remote Desktop Connection.

2. Enter the server name – server.nwtxconf.org – and then click on the Connect button.

3. Enter the User ID and Password. If you do not have this, contact the Treasurer's Office.

4. A desktop will appear with an icon for Shelby. Click on Shelby and enter your unique User ID and Password (to be assigned by the Treasurer's Office).

5. Follow steps 3. through 27. above.

6. Since you are connected to the Conference server, your purchase requisition/check request will not print on your local printer. Nevertheless, it will be sent to the appropriate contact based upon the approval path. If you need a paper copy of the purchase order, contact the Treasurer's office.

7. Also, if you are connected to the Conference server remotely, you cannot scan the documents associated with the Purchase Requisition or Check Request. Therefore, please submit the documentation in an envelope with the Purchase Requisition/Check Request # legibly written on the envelope to the Treasurer's office.

8. When done, exit Shelby and disconnect from the Conference server.

Manual Purchase Requisitions

1. From the Conference website (**http://www.nwtxconf.org/treasurersforms**) print a copy of the Purchase Requisition form. If you do not have access to a computer, please contact the Conference Service Center and a form will be sent to you or we will help you fill out the form over the phone.

2. Select the type of document you are submitting, i.e. **Purchase Order** or **Check Request**. A Purchase Requisition is to be used for purchases where the vendor, upon approval of the purchase requisition, will be submitting an invoice when the goods or services are provided. A Check Request should be used where a separate invoice will not be submitted and where a payment is to be made directly from the Check Request. **Expense reimbursements should be submitted as a Check Request.**

3. Type or print the **Date Issued** (usually the current date).

4. Type or print the **Date Requested** (the date the purchase is to be made).

5. Type or print the **Individual Requesting the Purchase Requisition** (the person acting on behalf of the Conference). Also fill out the address, phone number and e-mail address of the requisitioner.

6. The Purchase Requisition should be signed by the person requesting the purchase requisition.

7. Print or type the **Vendor Name**. The vendor is the person or firm from which you are ordering the goods or services. Also complete the fields for address, phone number and fax number. See also policy regarding **Approved Vendors**.

8. **Qty** – Type the quantity of each item being purchased.

9. Enter the **Description** (e.g. Printer, Microphone, Supplies, etc.). If you are purchasing more than one item from the vendor, you must complete a line for each item.

10. **Unit Price** – Type the unit price for each item and the computer will do the math.

11. Type or print the **Total** (e.g. 150.55) for each item (quantity X unit price).

12. **Total** the Purchase Requisition and type or print that amount on the Total line at the end of the description grid.

13. Attach documentation and support for the Purchase Requisition or Check Request and submit the form to the address noted at the bottom of the form.

List of some common transaction types with associated fund, department and account #.

Transaction Type	Project	Fund	Department	Account #	Approval
DS In-District Travel	e.g. Lodging Mileage Registration Airfare	108	801=Abilene 805=Amarillo 810=Big Spring 815=Lubbock	53350	DS
DS Beyond-District Travel	Same as above	108	801/805/810/815	53450	DS
Books, materials, continuing education		108	801/805/810/815	53310	DS
Camp Programming		101	190	50351	BCC Camping
Equipment Purchase		101	000	16201	CFA
CLT Emerging Ministries		101	301	60395	CSC
Deploy Emerging Ministries		101	305	60395	CSC
Invite Emerging Ministries		101	309	60395	CSC
Nurture Emerging Ministries		101	315	60395	CSC
Equip Emerging Ministries		101	320	60395	CSC

Section

3

Quick Reference

Use this section as a brief overview of the purchasing system. Please refer to Section 2 of this Policy for more detailed instructions.

1. **Purchase Requisitions apply to discretionary purchases on behalf of the Conference in excess of $500.**

2. If you are requesting a check to be sent to a vendor from the Conference or you are requesting reimbursement for expenditures made on behalf of the Conference for which you personally paid or incurred the expense, e.g. travel, **you must submit a Check Request regardless of the amount**.

3. Log on to the Conference Server.

4. Double click on the **Shelby v5** icon on the desktop. Enter your user name and password.

5. From the **Dashboard**, choose the **Purchase Order** module and click on it.

6. Choose **New**. Click on the **Header** tab.

7. Enter the Vendor name.

8. Enter the type of document, **Purchase Order** or **Check Request**. Use Purchase Order if you want to purchase goods or services to be received in the future, i.e. the vendor will send an invoice when the goods are delivered or the services performed. Use a Check Request if the vendor will not submit an invoice or if you are requesting reimbursement, e.g. travel.

9. Choose the appropriate **Approval Path.**

10. Go to the **Detail** tab. Enter the detail for the items – **Project**, **Fund #, Dept #, Account # and Description**. Refer to the table on Page 7 of the Purchasing Policy for common Fund/Department/Account distributions.

11. Enter the **Quantity** to be ordered, the **Unit** (usually "Each"), and the **Unit Price**.

12. Go to the **Approvals** tab and if your name appears there, click on the Approved box.

13. Click OK.

14. Exit Shelby.