

Purchasing Instructions at RBC

General instructions

- Use a church credit card (Visa), church store card (Staples), or a church store or company account as the primary means of payment when purchasing items for the church. All purchases made to a church credit card (Visa) must be made by the person to whom the card is issued.
- Whenever possible do not pay sales tax by using a church tax exempt account or submitting a tax exempt form. Questions – contact the Treasurer before making the purchase.
- Determine the budget category that applies to the items or service before making the purchase.
- Fill out the upper section of the Expense Record and obtain authorization to make the purchase from a church officer or a team leader of the appropriate ministry team.
- Whenever possible, separately charge or pay for items belonging under different budget categories.
- Do not include personal items on the same charge as items for the church. Pay for personal items separately.
- After making any purchase (including purchases on a church account or church credit card), complete the bottom section of the Expense Record and give it to the Treasurer or put it in the Treasurer's box in the office, along with any receipts or invoices. The individual making the purchase is responsible to ensure that the Treasurer receives the Expense Record and receipts.
- Turn in the Expense Record and receipt within one week of making the purchase. Do not hold onto them.
- If you are planning a large purchase from a vendor where RBC currently does not have tax exempt status, ask the Treasurer to prepare a tax exempt form a few days before making the purchase. When making the request, provide the name and address of the vendor.

Staples

- Staples is the primary source for the purchase of office supplies.
- The church has a Staples business card and tax exempt card. You must take both when making a purchase at Staples.

Coles

- RBC has a tax exempt account at the store – charge all items to that account.

Lewisburg Builders Supply Company

- RBC has a tax exempt account at the store – charge all items to that account.

LifeWay

- RBC has a tax exempt account – charge all items to that account. It requires a USERID and password (contact the Treasurer for that information). NOTE: Lifeway's shipping charges are high. It might be less expensive to order the item(s) from another vendor, even if sales tax is included.

Walmart

- RBC has a tax exempt card. Take the card when making a purchase at Walmart or go to customer service and have them look up the account number.

West Branch Rental

- RBC has a tax exempt account at the store – charge all items to that account.