

San Jacinto Baptist Association  
Purchase Order and Check Voucher Policy

1. All purchases for Association business require a purchase order number.
  - A. Items exceeding \$100 need administrative approval (example: DOM, Administrative Assistant, or Administrative Council)
  - B. Items exceeding \$1,000 will require the approval of the Administrative Council
2. All other expenditures for the Association require a check request voucher (example: honorariums, nursery work, deposits, etc). Ample check request vouchers are available at the Association office.
3. Please give the Association office and the Administrative Assistant as much lead time as possible in making your requests.
4. Be sure that your committee or program organization has approved your expenditures.
5. Any church or individual not complying with these guidelines will be responsible for the debt incurred.

August 2002