



**PAHRUMP  
COMMUNITY  
CHURCH**

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## **MINISTRY PURCHASE APPROVAL PROCEDURE**

1. Purchases (or reimbursements for purchases) against the PCC budget for any PCC Ministry will be the responsibility of that ministry's Ministry Leader.
2. Ministry helpers/assistants making budget purchases (or requesting reimbursements) are responsible to obtain the approval of their Ministry Leader before being allowed to make purchases or being reimbursed for purchases.
3. Written or verbal approval from the Ministry Leader must be received before purchases (or reimbursements) can be made for any ministry.  
Approval can be by telephone as long as the call is received by the office.

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Procedure established February 19, 2013  
Updated July 6, 2021