

Little Rock Baptist Church
7351 Old Alexandria Ferry Road
Clinton, Maryland 20735

Expenditure Authorization

Expenditure Authorization Plan

1. Authorization for individuals to obligate and spend church funds can only be made by those in positions approved by the Little Rock Baptist Church Pastor or Treasurer (in the absence of the Pastor).
2. Individuals approved by the Pastor or Treasurer may delegate responsibility for spending funds to other members within their Ministry. The persons approved by the Pastor or Treasurer are ultimately responsible for funds spent within their Ministry, and for justifying any overages or excess spending.
3. All obligations or funds spent must have prior approval and must qualify as church-related. Obligations or funds spent without prior approval will only be reimbursed at the discretion of the Pastor.
4. Purchases considered as “large ticket items” must have quotes from three different vendors. These quotes should be submitted along with the **Expenditure Authorization Form** to the Pastor, and at his discretion may discuss the merits of the expenditure at next Official Board Meeting.
5. The Pastor reserves the right to approve or disapprove any or all expenditure submitted to spend church funds.
6. This Expenditure Authorization Procedure is a guideline of how the Little Rock Baptist Church funds are obligated and spent, and to define accountability for spending church funds.

