



Outside Vendor Payment Policy

Whereas, the Forward First strategic plan call on us to “develop and responsibly manage the resources needed to support the congregation’s work and growth”, the following policy regarding payment to outside vendors will be in effect.

No payments to outside vendors will be made without a detailed invoice describing the work completed or a contract signed by the Board president or designate that specifically outlines payment terms.

The congregation administrator, bookkeeper or other office staff responsible for making payments is authorized to deny payment if proper paper work has not been submitted.

At the recommendation of the treasurer or finance committee chair, the Board of trustees may override this policy for any single payment with a majority vote.

Approved by the Board of Trustees - February 16, 2016