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**Contract Approval Guidelines**

Contracts –General:

All contracts entered into by the church shall be reviewed by the Church Treasurer and a statement provided to the effect that either 1) the service described by this contract is an approved item on the current budget and funds are available or 2) the service stipulated by this contract is not part of the approved budget; however, there are project specific donations or designated funds sufficient to cover this agreement.

Review and Approval:

Service contracts for office machines shall be approved by a Trustee.

Contracts for services which have been approved by the church and do not exceed \$1500.00 per month require the signature of one Trustee.

Contracts for total church approved expenditures of \$20,000 or less require the signature of a Trustee.

Contracts for total church approved expenditures of \$20,000 - \$100,000 require legal review by an attorney and the signature of two Trustees.

Contracts for total church approved expenditures exceeding \$100,000 require legal review and the signatures of all three Trustees.