

**New Church Equipment & Furnish Purchasing/Selection Process**  
**(Items not included in the building structure & fixtures)**

- 1) Each team should work out a detailed budget and make purchases specified in the budget.
- 2) Each team may make decision on a single purchase outside the budget under \$1,000. Such purchases should not add to up more than 10% of the total budget. Any single purchase inside or outside the budget under \$1,000 doesn't require CEC review of selection.
- 3) Any purchase over \$1,000, the team leader should incorporate the opinions of the key parties, inform CEC the details before making the selection and allow enough time for CEC to review.
  - If a contract requires - CEC may raise issues (if any) and approves through a simple majority (>50% CEC members) before signing off. Every CEC member needs to respond (sign initials & date) on a contract sign-off sheet or reply by email (urgent or unavailable to sign the sheet) & logged by Sophia.
- 4) There should be NO recourse after through the selection process, unless there is a recall by over 2/3 majority of CEC members. (Breaking down a purchasing to multiple small pieces to by-pass the CEC review should be discouraged.)
- 5) Purchase of any amount needs the following:
  - Final approval of the New Building Deacon (Linda Xu or her designate)
  - To be recorded in the expense tracking log by Sophia Wu before check release.
- 6) As to the donated items, each has to be assessed by the task team or CEC to determine if it meets our need/requirements. Those that don't meet our needs will not be accepted.