

Old Chatham Monthly Meeting purchasing guidelines

Before you purchase any items for the Meeting, please speak to the clerk of the Committee overseeing that item. There are two types of purchases, budgeted items and gifts.

A budgeted item is one that a committee has planned for as part of its budget and has approved for purchase.

A gift is an item that is not included in any committee budget. Even gift items need to be approved by the committee that has oversight of the item.

If you're unsure if your purchase is a budgeted item or a gift, the committee clerk will let you know.

When you purchase any item for the Meeting, please follow these steps:

1. Speak to the clerk of the committee overseeing the item. If it's a budget item be sure that the purchase of the item and the price of the item are approved. If it's a gift item, be sure that the clerk approves the donation of the gift.
2. Purchase the item. Be sure to use a Sales Tax exemption form. You can find this form here: [Sales Tax Exemption Form](#)
3. Fill out a Purchase Approval form here: [Purchase Approval Form](#)
4. Either scan the receipt and email it to the Treasurer at OCMMTreasurer@gmail.com or give the receipt directly to the Treasurer.

For a list of committees and their members see: [Slates, committees, and trustees](#)