

### **Purchase / Fund Request Guidelines**

- All requests must be made via online form. This will help us to track the requests and streamline the process.
- Form can be accessed via <https://stsmcc.breezechms.com/form/PFR>  
OR at [forms.stthomassyronj.org](https://forms.stthomassyronj.org)
- All requests will need to be approved by Achan/Trustees
- All purchase/fund request above \$5000 will need to be approved by the Parish Council
- Receipts and documentations must be provided.

### **Comments from Audit Team:**

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