

Unitarian Universalist Church of Jackson
Emergency Executive Meeting Minutes
June 16, 2019

Present:

Ranjan Batra
Maureen McGuire
Eric Saulters-Wood
Lisa Dunn

An issue came up about payments made for the lawn care service. Ranjan has not received invoices for payments made for lawn care services for the south campus. Also, the amounts paid may exceed the \$600 threshold, and a W-9 has not been received from the individual.

It was decided that no payments should be made without an invoice that contains the following information: name of person or company, date services performed, what services were performed, and amount due. Geo-locate photos are not sufficient for payment for services rendered. Best practice is to get a W-9 from all professional service providers before payment is made.