



Guidelines for Purchasing & Ordering (APC Office, Events & Services)

Purpose: This SOP outlines the recurring purchasing cycle for the APC office and all APC locations, covering monthly stock orders, communion elements, and vendor ordering for events.

Step 1: Monthly Stock Order — 20th of Every Month

On the 20th of every month, place orders for the following items for the APC office and all APC locations:

- Cleaning supplies
- Food items
- Disposable paper cups, plates, and tissues

On the same day, also place an order for:

- 5 boxes of communion elements — or however many weeks are in that month, plus 1 extra.

Step 2: Alternate-Month Check — Mangalore Communion Elements

- Every alternate month, check with APC Mangalore Pastor whether he needs communion elements.
- If he does, place an order for him accordingly.

Step 3: Event-Based Vendor Ordering

Conferences & Events Longer Than 3 Hours

- Provide snacks and lunch, ordered from Sharon Foods, using the email format below:

"Hi Patrick & Team,

I would like to place an order for this ___Day___Date___

Reporting time:

Billing Details:

Point of Contact: Events Coordinator name + contact number.

Venue:

Address: written out + Google Maps link.

Menu

Additional items required:

- Clean plates
- Serving equipment (ladles, serving spoons/forks, tissues, disposable spoons, cups etc.)
- We require people to serve the food at the event.

**Disposables — please note, waste must be removed from the venue as usual.*

Total count will be given on Friday 24th July.

Thank you, Signature and Name"



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Confirmation of headcount email (sample), to be sent on Friday — coordinate with Aarthi aunty beforehand to Order the correct number of food to prevent wastage:

"Good afternoon Patrick and team,

The head count for the event this Saturday, 17th July 2026, is 40 no.

Non-veg — 36 no.

1. Idiyappam — 2 per person

2. Ghee rice

3. Palak Dal

4. Chicken Kurma (thick gravy)

5. Beetroot Salad

6. Gulab Jamun

7. Water bottle 500ml

Veg — 4 no.

1. Idiyappam — 2 per person

2. Ghee rice

3. Palak Dal

4. Veg Kurma (thick gravy)

5. Beetroot Salad

6. Gulab Jamun

7. Water bottle 500ml

Reporting time is 11:15 AM — please be on time.

Thanks & Regards,

Name"

Workshops / Weekend Schools / Youth Meetings (WhatsApp message is fine)

Order snacks from Amma's Pastries / Ma Bakers following this format:

"Hello, this is ____, from ALL PEOPLES CHURCH.

I would like to place an order for this ____Day____Date____

– Item & Quantity

– Item & Quantity

– Paper plates — Quantity

Required at ____time____

**(Point of Contact — person from the respective church location + their contact number.)*

Written out address + Google Maps link.

Please confirm this order.

Thank you,

Name"



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Birthday Parties & Office Events (e.g. monthly staff meetings)

- Order snacks from Amma's Pastries.

Pastors' Meeting — First Saturday of Every Month

- Check with the pastors what is needed and order accordingly.
- Use Sharon Foods

Events Requiring Only Tea & Coffee

Event / Situation	Location	Vendor
Tea/coffee only	St Joseph's College of Law	Putta Cafeteria (this location only)
Tea/coffee only	Any other location	Sharon Foods (also supplies bakery biscuits)

NOTE: Every order must be placed a minimum of 4 days in advance.



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Ordering Communion Cups

Roles

- **Office Manager**— places the order by email and WhatsApp
- **Jonah Vincent (jvf365@gmail.com)** — vendor supplying the communion cups
- **Shree Krishna Travels, Marathahalli** — transport company delivering the order
- **Geethu / APC Accountant** — receives the invoice and pays the delivery auto fee

Order Details

- Order placed on the 20th of every month
- Delivery takes approximately 4 days
- 1 carton = 8,000 cups
- Distribution: 4 cartons to Central, 1 carton to each of the other locations, plus 1 extra carton — [insert number of other locations and total cartons ordered]; can be edited as congregant numbers increase.
- Delivered by Shree Krishna Travels, Marathahalli

Procedure

1. **Send the order email.** On the 20th of the month, email jvf365@gmail.com stating:
 - Who you are and who you are ordering on behalf of (All People's Church)
 - That you would like to place an order for prefilled communion cups (prepacked wafer + juice)
 - The total number of cartons required, with the breakdown across Central and other locations
2. **Send the invoice for payment.** Once you receive the invoice on WhatsApp, send a formal email to the APC accounts team, who will make the payment. Send a screenshot to Jonah on WhatsApp.
3. **Receive delivery.** The order arrives approximately 4 days later via Shree Krishna Travels, Marathahalli.
4. **Obtain the invoice.** Call Shree Krishna Travels, Marathahalli and get an invoice from their accountant. This invoice needs to be submitted to the APC accountant.
5. **Submit invoice and pay delivery fee.** Submit the invoice to the APC accountant. Geethu or the APC accountant pays the auto fee for delivering the order from Marathahalli to the church office.

Notes

- Confirm the total number of other locations receiving a carton each, so the total order quantity can be stated precisely in the order email.
- Confirm the content of the WhatsApp message sent to Jonah after the order email.



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Ordering Office Supplies

Purpose: To outline the step-by-step process for ordering office supplies, from identifying needs through to final payment confirmation with the vendor.

Roles

- **Admin** — prepares the supplies list
- **Geethu (Accountant)** — reviews and approves purchases; approves final payment
- **Vendor** — currently Pooja Traders

Procedure

1. **Prepare the supplies list.** Create an Excel sheet listing every item needed, with columns for Item Name and Quantity.
2. **Send for approval.** Copy and paste the full list from Excel into the body of a new email addressed to accounts@epcwo.org, for Geethu's approval.
3. **Wait for approval.** Do not proceed until the senior accountant gives approval.
4. **Send order to vendor.** Once approved, copy and paste the same list into a WhatsApp message and send it to the approved vendor's number (currently Pooja Traders — Naveen: +91 82908 99330).
5. **Vendor confirms and delivers.** The vendor confirms the order and delivers it, typically the same day or the next day.
6. **Collect bills.** Once the full order is delivered, the vendor sends photos of the bills.
7. **Consolidate bills into a PDF.** Combine all bill photos into a single PDF using a PDF conversion tool such as iLovePDF.
8. **Send bills for approval.** Attach the consolidated PDF to the same email thread and send it to Geethu for approval.
9. **Confirm payment with vendor.** Once Geethu approves, take a screenshot of the completed payment and send it to the vendor via WhatsApp.



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Vendor & Mailing List Reference

Vendor Email IDs

- Patrick (in charge of Sharon Foods) — sharonfoods777@gmail.com
- Jonah Vincent (communion elements) — jvf365@gmail.com
- Naveen (printing) — fineprints82@gmail.com
- Publishing Team — bookrequest@apcwo.org

APC Mailing List Email Addresses

- **apcoffice@apcwo.org** — goes to all APC staff
- **apcitteam@apcwo.org** — goes to IT team
- **pastors@apcwo.org** — goes to all in the pastoral team
- **apcmediateam@apcwo.org** — goes to media team
- **consultants@apcwo.org** — goes to all people working part-time as consultants