

# Arkansas-Louisiana Conference

## Evangelism Equipment Policy – Effective January 1, 2009-2011

The purpose of the policy is to encourage pastors to keep their equipment up-to-date and assist them with the equipment cost.

### Allowed Equipment

- Computer
- Presentation software
- CD/DVD duplicating equipment
- Printers
- Laser pointer
- PA Equipment
- Audio recording/duplicating equipment
- Video recording/duplicating equipment
- Video Camera
- Video Projector
- Video Projector Screen and accessories
- Video Projector Stand

### Disallowed Items

- Computer software other than presentation software whether bundled with the computer or purchased separately
- USB or other external drives
- Other computer peripherals
- Cameras
- Photocopy machines (does not apply to multi-function printers)
- Furniture
- Office equipment
- Other items not specifically allowed

### Requirements

- The equipment was purchased for use in an evangelism campaign that starts during the same calendar year as the purchase.
- The evangelism campaign is conducted by the worker who purchased the equipment.
- The evangelism campaign must be for a minimum of 15 meetings.
- The amount of the allowance is included in the budget for the evangelism campaign.
- The item costs at least \$100.
- The equipment was not purchased with professional enrichment or other funds provided by the conference or church.
- A copy of the original receipt must be submitted to the Evangelism Department.

### Calculation

- Allowance of up to \$500 per campaign for the purchase of evangelism equipment; for up to two meetings per year.
- The allowance will not be greater than the actual cost of the equipment.
- If the equipment cost exceeds \$500 the balance can be applied toward a second series of meetings provided the second series begins during the same calendar year as the purchase.
- Maximum allowance of up to \$1,000 annually from Evangelism Equipment funds. *Note: Any additional remaining expense, above and beyond the maximum \$1,000 allowance from the Evangelism Equipment funds may be submitted to Professional Educational Enrichment and Equipment Allowance (PEEEA). PEEA will reimburse per policy up to an additional maximum of \$325.00.*

**Note:** Any exceptions to the above policy must be approved in advance by the Evangelism Committee. To ask for an exception, submit a written request to the Evangelism Department.