



# Memo

**Date:** October 14, 2024

**To:** Pastors, principals, business managers and bookkeepers

**From:** Holly Orsagh, director of financial services; Allegra Davis, internal audit manager; Office of Finance

**Re:** Guidelines for Signed Contracts with Outside Vendors

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The Office of Finance has developed guidelines to assist parishes and schools as they work to establish strong internal controls when contracting with outside vendors. Please see the [attached document](#), Signed Contracts with Outside Vendors, for the guidelines. These guidelines are also available on the Office of Finance website page at [Policies, Best Practices and Procedures](#).

If you have any questions, please contact Allegra Davis at [adavis@archatl.com](mailto:adavis@archatl.com).