**Parnell District School**

**4a.2 BUYING EQUIPMENT**

**POLICY**

**Rationale**

The ongoing purchasing of school equipment will be planned and will be appropriate to school/pupil needs.

**Purpose**

1. Teachers will have the opportunity to be involved in decision making re curriculum purchases, and will be aware of the process involved.
2. To co-ordinate purchases so they meet the needs of the school.

**Guidelines**

1. Teacher/s with designated responsibility are informed of the budget allocation for the current year.
2. School budget based on current needs arising from curriculum reviews.
3. Teacher/s with designated responsibility, in consultation with other staff members and principal sets buying criteria for curriculum area for year.
4. If teachers see a need in a particular area they should communicate with delegated teacher.
5. Orders must be checked on invoice/packing slip and initialed when received. Secretary receives initialed invoice if items are correct and are to be purchased.
6. Teachers should endeavor to purchase at the best possible prices, research various options, and use the school’s buying powers.

**Conclusion**

Consultative, planned purchasing equipment ensures ongoing development of school resources and ensures that all curriculum areas are well resourced.

June 2009

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