



## Rationale

The school principal is considered the manager of the school; and thus, is given the responsibility for the purchase of materials, supplies and services, subject to the limits of the approved annual budget.

## Policy

The school principal is authorized, subject to the requirements of the law and CISPG policy, to purchase materials, supplies, equipment, and services to the extent of the authorized annual school budget.

## Procedures

The purchasing of goods, materials, equipment, supplies, and services must conform to the following:

1. The above items must meet the safety standards required by legislation or as required by health and safety standards.
2. Quality and price as well as being acceptable to use in a working with children environment shall be considered when purchasing items or services.
3. Capital purchases (not from Operating Budget as those budgets are approved by school councils) must comply with Diocesan policy regarding spending limits that require the completion of Diocesan forms and the signature and approval of the Bishop.
4. Approval to purchase items for reimbursement must be authorized in advance of the purchase by the principal of the school.
5. Unauthorized purchases are the liability of the purchaser.
6. Be in the best interest of the students and their learning.
7. Demonstrate good judgement and stewardship.

<i>References:</i> Procedure 204	<i>Date:</i> August 2023
	<i>Revisions:</i>