



### **Purchasing Procedures**

1. Orders shall be submitted to the school Principal/Supervisor for approval on requisition order forms, then submitted to the School Secretary/Division Office Secretary for processing in the Bellamy Accounting System. The Principal/Supervisor has final approval within the system on all purchase orders under his/her supervision.
2. Confirmation of items received on Purchase Orders shall be entered as a packing slip in the Bellamy program at least once a week.
3. Requisitions submitted to the office must be authorized by the principal or his/her designee in charge of purchasing and must include receipts or cheque stubs.
4. Principals shall approve incidental purchases made by school staff.
5. Local purchases are to be signed for by a member of the school staff and indicate what department the purchase was made for, followed by a requisition to the Division Office authorized by the Principal.
6. Written or verbal purchases made by teachers or other employees without authority cannot be honoured.
7. Petty cash funds, maintained by schools and certain individuals for small items, do not lend themselves to the normal purchasing procedures. They must include receipts when submitted to the Division Office.
8. Principals are responsible for their school supply budgets and shall not overspend.
9. In regards to all purchases related to technology/audio visual equipment, please check with Technology Department before ordering.