Protocol for ordering class materials, including assets (books, calculators etc) and consumables (stickers, stationery, food, rewards etc).

Class budget expenditure:
- Teachers will be allocated $25 per student for expenses that enhance student learning in their particular class during the year.
- Possible budget expenses of priority include craft items for Easter, Mother’s Day, Father’s Day, Christmas, student ‘departure parties’ and class rewards: generally consumable items.

Prior to ordering materials:
- Ensure your class budget has sufficient funds – check with the Office Administrator, who should provide you with a balance.
- If applicable, seek the advice of the staff member who has responsibility for the subject area.
- Ask other staff members if the desired items are already available at school.
- Ensure the purchase can be justified on the grounds of enhancing learning opportunities.

Placing orders:
- The preference is for items to be purchased from businesses who have an account with the school (Evans Store, Railway Express). The Office Administrator can provide assistance in identifying businesses who have accounts with the school.
- Purchase or order the item/s AND complete an “Expenses Claim” form (see example over), which can be attached to any receipt.
- Submit the “Expenses Claim” form and any receipts to Kirsty.

School orders
- The school will provide general Art supplies are maintained – please inform the Office Administrator if you feel any Art item is in low supply.
- The Principal and Office Administrator will assess requests for substantial purchases that will enhance teaching and learning programs across classes – purchases will be conducted by the Office Administrator.
- Assets, such as calculators, atlases, some games etc will be purchased from other school budget codes, not a class budget.