

## Administrative Procedure 523

---

# PURCHASING OF CLASSROOM SUPPLIES AND RESOURCES

### Background

School Principals will set an annual budget to purchase essential classroom supplies and resources to be used by teachers and students to support basic classroom instruction.

Procurement of supplies and resources will be made in accordance with authorized purchasing policies and procedures.

### Procedures

Elementary School Principals may, at their discretion, provide an allocation to individual classroom teachers to purchase essential classroom supplies and resources under the following conditions:

- a. Applies only to elementary school classroom teachers;
- b. The maximum amount per school year is set at \$ 250;
- c. Reimbursement will be made through a general expense claim submitted to Account Payable;
- d. Purchases limited to classroom supplies and resources;
- e. Cannot include furniture, electronic devices, subscriptions or licenses for software;
- f. All expenses are charged to the School Budget.

Reimbursement to the teacher will be made by submitting an expense claim to Accounts Payable in the Finance Department. The expense claim must:

- a. Include the School, name of teacher, **employee number**, classroom name/identifier;
- b. Description must clearly indicate: "**Classroom Supplies Annual Allocation**";
- c. All items purchased must be itemized on the expense claim or on a list attached to the expense claim;
- d. Enter Financial Code: 1.610.1380.XXXX (XXXX = School Code). Use object code 640 for books.

- e. Receipts must be attached (Credit card statements are not acceptable);
- f. Only one expense claim per year per teacher will be accepted (can include multiple purchases/receipts);
- g. Be submitted no earlier than 10 September and no later than 30 November; and
- h. Must be signed by teacher and signed/approved by Principal.

Elementary School Principals may elect to purchase basic classroom supplies and resources centrally by purchase orders and distribute such supplies and resources through their administration office rather than providing an individual budget allocation to their homeroom teachers. The allocation of an annual budget amount is optional and at the sole discretion of the Elementary School Principal.

---

Approved: 1 September 2019

Reference: Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide