



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 annual school budget.

Policy

The school Principal is authorized, subject to the requirements of law and Board of Directors' policy, to purchase materials, supplies, equipment, and services to the extent authorized in the annual school budget.

In extraordinary circumstances where purchases may be required beyond the limits of the approved annual budget, the Principal will seek approval by the Superintendent and Diocesan Finance Office who in turn will seek approval from the CISDV Board of Directors if deemed necessary.

NOTE: For capital expenditures beyond \$25,000, refer to Policy 714: Approval of Capital Expenditures

Reference:	Approved
	Date Approved:
Cross-reference: Policy 714: Approval of Capital Expenditures	Date(s) Revised: April 27, 2021, April 26, 2022