

CLASS MATERIALS REQUEST

Submit to Division Coordinator first for Verification of Budget at least one week before needing the materials

Class Level: _____ **Date:** _____

Budget Amount Allowed: **Please check with Main Office for Budget Amount left**

Budget Amount Left:

Materials Needed: _____

Class Teacher Signature: _____

Division Coordinator Verification

Yes _____ **No** _____

If NO, return to teacher with explanation why the material cannot be purchased:

Material request submitted to for purchase: _____

Division Coordinator Signature: _____

ANNUAL BUDGET PREPARATION**POLICY:**

Ullens School strives to include all staff members into its annual budget planning so that the quality of education is foremost. Annual budget planning is a collaborative exercise with input from School Area Heads, Division Coordinators and the Teaching Faculty while taking into account Ullens School annual budget parameters.

PROCEDURE:

The following procedure is but one way of ensuring that adequate consultation has been taken before the final preparation of Ullens School's budget.

- The Principal and/or Vice-Principal[s] meets with the various School Area Heads [library, cafeteria] and Division Coordinators and discusses the amounts allowed for each area.
- The School Area Heads prepare a proposed budget for that particular area's needs and submits the proposal to the Main Office.
- The Division Coordinators meet and discuss the amounts allowed for each division with the teaching faculty.
- After discussion each teacher and team teachers plans and submits their proposed budget to the Division Coordinator
- The Division Coordinator verifies each teacher submission and makes a summary for their division. If necessary changes are made this is discussed with the individual teachers concerned.
- The Division Coordinator submits the division budget summary and attaches the individual class budgets as well to the Main Office.