

Acquisition Procedure - Materials and Equipment

Minimising our impact on the environment is a core value of our School. The aim of this procedure is to remind us to avoid, reduce, re-use or recycle where-ever possible. If the purchase of new equipment or materials is required, we need to consider how, and of what, the product is made and seek out those items which are most natural and will last the longest. Planning ahead allows time to source items from alternative sources.

		YES	NO
Step 1.	Do we <i>REALLY</i> need it?	Go to Step 2.	Process completed.
Step 2.	Do we already have something that could be adapted to suit this purpose?	Process completed.	Go to Step 3.
Step 3.	Is it likely to be available second-hand?	Go to step 3a.	Go to Step 4.
Step 3a.	Does someone we know already have this item which they are willing to donate to the school?	Go to Step 10.	Go to Step 3b.
Step 3b.	Does someone we know already have this item which they are willing to sell to the school?	Go to Step 6.	Go to Step 3c.
Step 3c.	Can the item be purchased from a local second-hand business or on-line?	Go to Step 6.	Go to Step 4.
Step 4.	If a new product is required, is there a version that is made from recycled materials?	Go to Step 6.	Go to Step 5.
Step 5.	Is there a new version of this item which is made of natural materials?	Go to Step 6.	Speak to School Coordinator.
Step 6.	Has the cost of this item been included in the budget?	Go to Step 7.	Speak to School Coordinator.
Step 7.	PURCHASE THE ITEM		
Step 8.	Invoices for pre-payment or receipts for reimbursement to Admin Officer. Admin Officer to record expenditure against budgeted area / send letter of thanks for donation.		