HOLY DISCIPLES CATHOLIC SCHOOL
Purchasing Policy for Fundraising Activities

Effective Date: 10/22/25

Purpose

This policy outlines the procedures for purchasing items valued over $500 for fundraising activities. It aims to ensure responsible financial management, promote transparency, and align with the school's goals.

Scope

This policy applies to all employees, volunteers, and board members involved in the planning and execution of fundraising activities.

Policy Guidelines

1. Approval Requirement

- Any single item or aggregate purchase exceeding $500 must receive prior approval from the designated authority (e.g., Fundraising Committee, HSA Presidents, Business Manager).

2. Purchase Request Process

- **Submission**: A Purchase Request Form must be completed and submitted to the designated authority for approval. The form should include:
    - Description of the item
    - Purpose of the purchase
    - Estimated cost
- **Supporting Documentation**: Attach any relevant quotes or specifications to justify the purchase.

3. Approval Timeline

- The designated authority will review the Purchase Request within seven (7) business days of submission.
- In cases where immediate approval is necessary, a special meeting may be convened to address urgent requests.

4. Purchase Execution

- Once approved, the designated authority will facilitate the purchase.

- All purchases must be made through authorized vendors to ensure quality and compliance with organizational standards.

5. Record Keeping

- All purchase requests, approvals, and invoices must be maintained in the organization's financial records for accountability and audit purposes.
- Regular reviews of expenditures will be conducted to ensure compliance with this policy.

6. Exceptions

- Any exceptions to this policy must be documented and approved by the HSA Executive Board and/or Principal.

Conclusion

This purchasing policy is designed to ensure that fundraising activities are conducted efficiently and responsibly. Adherence to these guidelines will contribute to the overall success of the organization's fundraising efforts.