

Classroom Supplies & Resources

Reprographics

At induction, you will be provided with

- a printing code at induction to be used to print and photocopy
- instructions for use of the laminator and binder used for preparing lesson materials.

Teachers and therapists requiring equipment and consumable items for their work have these funded by the school within the annual budget. Teachers and therapists have an endorsed WINC account for ordering. Orders transfer to the Principal for approval.

- Winc account details provided at induction
- Where items are required from other suppliers, the Business Manager provides guidance and assistance. Green order forms are available in the file drawers outside the office at Manly and at the Lindum office
- Reimbursement

Teachers can apply for reimbursement for small amounts of personal money used to purchase items for school use. To ensure credibility, photographic evidence of items should be provided, or items valued at more than \$100.00 presented to the Business Manager for sign off and accession. Teachers should exercise discretion with such purchases and seek advice if unsure. Ordered goods are delivered to the office at Manly and left in the foyer for staff collection. Goods are transferred to Lindum campus as applicable. Kindly make sure your goods are collected and processed in a timely manner.