



ELECTRONIC SUPPLY REQUISITION FORM ACCEPTABLE USE POLICY AND PROCEDURE

In the event a Club Parent or Room Parent needs to submit a supply requisition form they may use the St. Mary of the Lakes Electronic Supply Requisition Form in the following ways:

- Printed out, completed, and sent to St. Mary of the Lakes School either by mail or in a student's folder to the attention of the school principal for approval. The requisition form would need to be accompanied by a print out of exact items (links), and/or any additional information/supplemental documentation that would be needed for the requisition to be approved.
- Printed out, completed and brought into the school office to the attention of the school principal for approval. The requisition form would need to be accompanied by a print out of exact items (links), and/or any additional information/supplemental documentation that would be needed for the requisition to be approved.
- Electronically completed and emailed to the St. Mary of the Lakes School Main office at info@smlschool.org with the subject line: Supply Requisition for School Principal Approval. The body of the email should also include any direct item links, additional information and/or any other supplemental documentation that would be needed for the requisition to be approved.

Once the form is approved by the school principal the form will be routed to the school bookkeeper office by the principal. Please keep in mind that the school bookkeeper is a part time position and the current days in office are: Monday, Tuesday, and Thursday from 7:30 am to 3:30 pm, excluding holidays.

Please note if the supply requisition form is missing any information necessary for the order to be placed it will be sent back to the person requesting the order.

Please have supply requisition forms in as early as possible. Forms should be submitted for approval at least TWO weeks in advance from the date needed to ensure that the supply order will have enough time to be approved, ordered, and delivered on time.

St. Mary of the Lakes values each and every Club/Room parent and will make every effort to make volunteering to support school activities/events an enjoyable experience. In order to help facilitate this it is important that all Club/Room parents familiarize themselves with the procedures regarding the use of the St. Mary of the Lakes Electronic Supply Requisition Form and follow the acceptable use policy and procedure as outlined above.