



Bishop McDevitt High School
1 Crusader Way
Harrisburg, PA 17111
Telephone (717) 236-7973
Fax (717) 234-1270

Bishop McDevitt High School

Purchasing and Fundraising Procedures

Purchasing/Fundraising:

All purchases and fundraisers must be approved with the appropriate signatures prior to ordering or organizing the event. Purchases for Bishop McDevitt should include all departments, clubs, athletics or any school based organization and must have prior approval. The school will not reimburse for any item that is purchased without approval from the appropriate supervisor.

At no time can any parent, parent volunteer or team parent make purchases for a team, club or school. Only the head coach, faculty club moderator, department chair or faculty member can submit the fundraising event or purchase request to the school. The school will not accept submissions from any parent or volunteers. All requests must have approval with the appropriate signature from the department chair, coach or club moderator before the request is submitted to the Director of Finance for purchase or the Director of Advancement calendar approval. Please use the Purchase and Fundraising Request form.