

AP 514 – Donated Equipment

Purpose

The Superintendent/CEO shall approve projects of outside organizations which involve donations of equipment to the district.

Donated equipment will become the property of the district on acceptance.

The wishes of the donor in respect to location and use of equipment will be honoured insofar as practicable.

The school district recognizes no obligation to replace donated equipment

Procedure

1. Upon receiving and locally endorsing a request for donated equipment or labour, and in order to receive school district support, the school principal must fill in a Donation Request Form. Donation Request Forms are provided by the Maintenance Department.
2. It must be understood by all parties that all donated equipment will become the property of the school district upon acceptance.
3. Approval of the Director of Facilities is required for all donated labour and equipment over \$2,000.
4. The Maintenance Supervisor may approve all non-Information Systems related donated labour and equipment up to \$2,000. The school principal may approve all Information Systems related donated labour and equipment up to \$2,000. Principals should be mindful of item 5 below.
5. The school district recognizes no obligations to maintain or replace equipment. In order to be approved, projects involving donations of equipment must pass a technical evaluation by staff to determine:
 - a) Suitability for the purpose intended;

AP 514 – Donated Equipment

- b) related costs to be incurred as the result of acceptance, e.g., availability of power/water, the requirement of physical changes to the building/grounds to accommodate the equipment, etc.;
- c) safety considerations;
- d) conformity with the school district's standardization of equipment; and,
- e) compliance with relevant codes.

Adopted: September 1957
Amended: October 24, 1979