

**CODE:** DDBB.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Community Purchase of Supplies and Equipment

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2006)

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## REGULATION

### A. DESCRIPTION OF SUPPLIES, EQUIPMENT AND SERVICES WHICH MAY BE PURCHASED

1. Community/parent groups and individuals may purchase supply items for school use. Supply items are defined as items which are expendable and consumable, which lose their identity, shape, and appearance with use and which are inexpensive, costing less than \$100 per item.
2. Community/parent groups and individuals may raise funds for specific equipment for use by the Division. Schools will proceed by submitting their request for goods through Purchasing and Contract Services. When goods are received, the school will obtain a copy of the invoice and provide to the community/parent group or individual. The community/parent group will in turn, submit funds to the school in the exact amount of the invoice. All such purchases shall become the property of the Division.
3. Community/parent groups and individuals may purchase equipment for use by the Division. All equipment must first be approved and meet Division standards as well as comply with all provincial and federal regulation governing standards. Equipment provided to a school must be accompanied by a letter transferring ownership to the school.
4. Equipment items, purchased in whole or in part by either individuals or community groups, which do not meet the Division specifications and which are not acceptable to the appropriate administrative and supervisory personnel shall not be recognized as approved board property.

### B. GUIDELINES FOR COMMUNITY/PARENT GROUPS OR INDIVIDUAL PURCHASE OF SUPPLIES, EQUIPMENT AND SERVICES

1. The term "equipment" as used below includes all items of furniture and equipment regardless of cost.
2. Community/parent groups or individuals shall work through school principals in all matters related to the purchase of supplies, equipment and services for schools.
3. Principals shall ensure that community/parent groups or individuals wishing to make purchases of supplies, equipment or services for school use are aware of the advantages of using Purchasing and Contract Services.
4. When community/parent groups undertake the purchase of supplies, equipment or services specific to particular programs, principals should ensure that the proposed purchases will be appropriate for the programs in question. The Division's standard purchasing procedures shall apply.

5. The Facilities Services Department shall be consulted and approval granted before community/parent groups or individuals become directly involved in such matters as physical alterations and renovations to school buildings and property.
6. All supply or equipment items provided for school use by either individuals or community groups shall be required to meet recognized Canadian Standards Association specifications.
7. All supply or equipment items purchased for school use by individuals or community/parent groups shall be serviced, maintained, and repaired in accordance with standard Division procedures.
8. When it becomes necessary to replace items of school equipment, regardless of how they were originally acquired, the purchase of replacements and the disposal of old items shall be carried out in accordance with Purchasing Administrative Regulations.