

ACQUISITION OF EQUIPMENT

Background

Proper equipment is necessary for employees to function effectively and for students to have access to an appropriate program; this requires a regular commitment of financial resources.

Procedures

1. All equipment is the property of the Division and may be transferred or reallocated as required.
2. Instructional technology shall be provided by schools to meet or exceed the instructional technology goals of the Division. An appropriate amount per student shall be allocated in school budgets each year to allow the school to maintain an appropriate level of technology.
3. An annual budget allocation based on five percent (5%) of the Capital Equipment Asset account shall be a high budget priority, to be used for the replacement of existing equipment which has reached the end of its functional life span.
4. Notwithstanding clause 3, for the purpose of instructional technology, principals shall budget on the basis of at least twenty percent (20%) of the value of the instructional technology equipment they have in their school to be used to replace existing equipment which has reached the end of its functional life span.
5. An additional annual budget allocation at the discretion of the Board shall be a low budget priority, to be used for the addition of new equipment.
6. Budget allocations for the replacement of vehicles shall be based on a replacement cycle of ten to eleven (10 to 11) years for school buses and five to six (5 to 6) years for service vehicles.
7. Budget allocations for the acquisition of equipment shall be made in conjunction with general school based budget allocations.
8. The equipment budget allocated to schools or departments is then disbursed under the direction of the Principal or the department manager.
9. Principals and department managers may take advantage of the economies of central purchasing by submitting their equipment orders to the Secretary Treasurer for consideration of issuing a large tender order. The Secretary Treasurer shall coordinate a centralized order if sufficient interest exists.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 52, 53, 68, 197, 222 Education Act