

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

**Donations of Equipment to
School and/or Board**

Purchasing C – 3

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 8, 2017

May 9, 2005

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May 2, 2017

STATEMENT OF POLICY

Donations to Burkevale Protestant Separate School are welcomed by the Board.

Procedure:

1. Donations must adhere to all health and safety standards as established by the Health and Safety Committee.
2. All property donated to the School becomes the exclusive property of the Board.
3. The Board will not necessarily repair, replace, maintain or insure any donated item.
4. All inventory items must be reported during regular inventory updates.
5. The Principal is responsible to notify the Board of potential items to be donated to the School.
6. The Board has the final discretion to determine whether or not to accept a donated item(s).