



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

PLAYGROUND EQUIPMENT PURCHASING (Policy Statement: Playground Equipment)

Purpose

The purpose of this procedure is to provide guidance to schools and Catholic School Councils (CSC) on how to purchase playground equipment. In situations where short term financing is needed, this procedure also outlines the appropriate steps to obtain a Board loan for playground equipment.

References

Education Act
Purchasing Policy

Procedures

1. All playground purchases regardless of funding mechanism utilized must be purchased through the Board's Purchasing Department. The Board's Purchasing Policy including obtaining tenders or quotes as necessary is required. Playground equipment purchases may only be made from Board approved vendors.
2. No advance payments or funds from School Generated Funds will be made directly to any playground vendor by the school or CSC. All invoices will be paid through the Board's Accounting Department.
3. Schools and CSC are responsible for the funding of playground equipment except as expressly outlined in the Board's Playground Equipment Policy and Administrative Procedures. All sources of funding will be accessed prior to requesting a board loan. These sources include community or government grants, advance fundraising initiatives, school generated fund surplus balances and board contributions (where applicable).
4. The Playground Financing Submission form is necessary to be completed for all playground purchases outlining planned costs and funding sources. When the purchase cost exceeds the funds currently available to the school, a loan may be requested by the school Principal.
5. Playground equipment will be ordered using the Board's purchasing system. A purchase order will be issued once the "Playground Financing Submission" form has been approved or a confirmation of an alternative funding source has been obtained.

6. Once the installation of the equipment has been completed and invoices paid by the Board, a summary of the total cost, loan and repayment schedule will be issued by the Accounting Department.
7. The term of the playground loan will be a maximum of three years with Year 1 begin the year in which the purchase is made and due 30 days from the receipt of the repayment schedule.
8. The amount of the loan to the CSC for playground equipment is guaranteed by the school in the event of non-payment by the CSC.

Appendices

Forms

Form A: Playground Financing Submission (Form #AC-425)

Approved: May 28, 2013