

ADMINISTRATIVE PROCEDURE

Business Administration

Furniture and Equipment Planning Process

BUS #04

Approved: October 2021

Background

The annual budgeting process allocates funds to schools to support the needs of learners and the day-to-day functioning of the school. The school principal ensures the school-based allocation of funds works towards achieving these ends, including the requirement for the school's Furniture and Equipment. In order to ensure adequate replacement and repair of Furniture and Equipment within Christ The Redeemer (CTR) Catholic School Division there will be a yearly budget established to best meet these needs.

The Associate Superintendent of Corporate Services, or designate, is responsible for the administration of this procedure.

Procedures

1. The authority for the purchase of Furniture and Equipment is extended to the principal through the budget making process and is approved by the Board of Trustees of CTR Catholic through the adoption of the budget.
2. All purchases fall within the framework of budget limitations and are to be consistent with the approved educational goals and the programming and services of CTR Catholic. CTR Catholic will establish a budgeted amount for Furniture and Equipment for all schools. Budget amounts may vary year to year depending on the available dollars.
3. The first consideration is to repair the Furniture and Equipment. Should the expected life cycle or repairs become excessive, then the replacement of the Furniture and Equipment will be considered.
4. The school principal shall submit all requests in April, to the Director of Facilities at CTR Catholic. All requests submitted by the requesting schools will be prioritized with subsequent rationale as to why the need is significant. Upon approval orders should be placed within 4 to 6 weeks.
5. The decision for which requests are approved will be made by the Associate Superintendent responsible for Corporate Services or designate. Every effort will be made to be as fair and equitable as possible for all requests from all schools.
6. Preference for Furniture and Equipment will be given to school requests meeting the following criteria:
 - 6.1. Outfitting classrooms for school growth.
 - 6.2. Items that are to remedy significant safety issues and concerns.
 - 6.3. Items that are required for particular school program offerings.
 - 6.4. Requests will be considered as they are received; however, approvals will be based on significance of need, not just because they were received first.

- 6.5. Cost shared or contributed dollars by the schools toward the items will be given priority.
- 6.6. Conformity with Administrative Procedure GEN #18, Guidelines for Classroom Organization, Cleaning and Maintenance.
7. All copiers will be purchased through the technology department. CTR Catholic will fund the main school copier, while any other copiers required, shall be funded by the school.
8. When replacing a copier, the following criteria will be considered:
 - 8.1. Number of Copies – approximately 3 million.
 - 8.2. Age of Copier/Life Expectancy – approximately 5 years.
 - 8.3. Technician’s recommendation/input.
 - 8.4. Frequency of problems/issues.