



Brant Haldimand Norfolk Catholic District School Board

POLICY: CASH/EQUIPMENT DONATIONS

Adopted:	06/24/03	Policy No:	700.02
Revised:	dd/mm/yy	Policy Category:	Finance

Policy Statement:

The Board encourages and supports the donation of money and equipment to its schools.

Policy Criteria:

- § Donations to schools must be for educational purposes related to educational opportunities, support services, facilities or approved extra-curricular activities.
- § Charitable donation receipts will be issued, on request, and in accordance with the Canadian Income Tax Act regulations.
- § Any equipment donated must meet current standards related to safety, building codes and any other applicable standards.
- § Once received, all donations become the property of the Board.

Glossary of Key Policy Terms: N/A

Statutory / Regulatory / Related Board Policy Linkages:
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ADMINISTRATIVE PROCEDURES: CASH/EQUIPMENT DONATIONS

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1. The Principal of the school shall inform the appropriate Superintendent of Education of all gifts received.
2. The form “Request to Donate Equipment” is to be used for all equipment donations to a school.
3. All equipment or *in-kind* donations must be accompanied by a valuation statement from a qualified independent valuator approved by the Board.
4. Donations of equipment shall be approved by the Associate Director, Corporate Services & Treasurer **prior to** acceptance and installation of the equipment.
5. If a charitable donation receipt is required, cheques for donations of money **must be** made payable to the Brant Haldimand Norfolk Catholic District School Board and sent to the attention of the Manager of Finance. Receipts will be issued, on request, for donations of \$10 or more.
6. A report will be brought to the Board for information to acknowledge donations of cash or equipment having a value greater than \$500.00.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
P.O. Box 217, 322 Fairview Drive, Brantford, Ontario, N3T 5M8 Telephone (519) 756-6505
REQUEST TO DONATE EQUIPMENT

School _____ Date Requested _____

SECTION A

Donor Organization/Individual _____ Name _____ Address _____ Postal Code _____ Telephone # _____	Supplier of Equipment _____ Name _____ Address _____ Postal Code _____ Telephone _____
Purpose of Equipment: _____	
Type of Equipment : (include manufacture, model# & other information required to properly identify equipment) _____	
Is equipment: New [] Used [] ? If Used 1) year manufacture _____ 2) Estimate market value _____	
Is a charitable donation receipt for tax purposes required? Yes [] No [] Donation receipts will be mailed to donor after equipment is installed and paid for, as applicable. If equipment is new please provide copy of invoice. If used please provide appraisal or other supporting documentation.	

SECTION B *To be completed if purchased through the Board.*

Name of organization to invoice (if different than DONOR) Name _____ Address _____ Postal Code _____ Tel. # _____	Has the purchasing policy been followed regarding quotes being obtained YES [] NO [] If yes, list below. If not, please explain on reverse.
Equipment costing more than \$500 1) Vendor _____ Quote _____ 2) Vendor _____ Quote _____ 3) Vendor _____ Quote _____ A completed Purchase Order must be submitted with the "REQUEST TO DONATE EQUIPMENT"	

Donor _____
Name of Authorized Representative _____ Signature of Authorized Representative _____

Principal _____
Name _____ Signature _____

Approved by _____
Approval of Supervisory Officer _____ Date _____