PROCEDURE

BUSINESS - SCHOOL OPERATIONS

Purpose of Equipment - Financing (Leases)

1.0 This procedure sets out the regulations for financing the purchase of equipment with the payment spread over two or more years.

- A regular purchase requisition with appropriate details and specifications is to be submitted to the Purchasing Department, along with a proposal for financing.

- It shall be the responsibility of the Purchasing Department to process the requisition in accordance with Board Policy, obtain any necessary approvals, and arrange for financing at the best available terms and conditions.

All required lease documents shall be signed by the Director or designate

Appendix:
None

Document Links:

Effective Date
91-11-13
Amended/Reviewed
2006-08-02
2013-01-25
2018-04-09