

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 400 – Business Administration

### **POLICY 414: SCHOOL SUPPLIES AND EQUIPMENT**

#### BACKGROUND

The Board of Trustees are accountable to internal and external stakeholders, for providing effective and efficient stewardship of its funds, resources and assets.

#### POLICY

School supplies and equipment are provided to facilitate instruction of students and the operation of the school. Supplies and equipment are not to be removed from the school or used for purposes other than the operation of the school, without the appropriate approval.

#### GUIDELINES

1. The Board expects that appropriate approvals are obtained before school assets are used for purposes other than school use.
2. The Board expects that the approver(s) scrutinize the requester's intended use and where appropriate provides clear direction needed to safeguard the school assets. As well, where the requested use is likely to damage or significantly shorten the life of the respective school asset it is expected that approval will be denied.
3. The Board expects school assets to be replaced prudently, keeping the maximization of asset life in mind, while at the same time considering asset functionality. In the decision making to replace assets the financial ability of the School and Medicine Hat Public School Division must be balanced with the need to replace. Unless health or safety is at risk, financial ability will be paramount.

#### ADMINISTRATIVE PROCEDURES

[414 P 001 – Use of School Equipment and Supplies](#)

[414 P 002 – Replacement of Furniture and Equipment](#)

[414 P 003 – Disposal of Surplus Furniture and Equipment](#)

#### ADMINISTRATIVE PROCEDURES- EXHIBITS

[414 E 001 – Long Term Use of School Equipment Off-Campus Agreement](#)

[414 E 002 – Short Term 1-3 days Use of School Equipment Off-Campus Agreement](#)

[414 E 003 – CTS Lab Usage Agreement](#)

REFERENCES

Policy 400 – Financial Management and Business Practices  
Alberta Education – Education Act  
Canadian Institute of Chartered Accountants - Handbook

**Approved:** April 19, 2011  
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