



Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>N/A</i>
Related References:	<i>FS-04-PS2 Board Courier Service Requisition</i>
Revisions:	<i>September 2019</i>
Reviewed:	<i>May 2016</i>

1. Preamble

- 1.1. This procedure has been developed to provide guidelines and expectations pertaining to requesting loaner stock and inventory.

2. Loaner Stock Inventory

- 2.1 The following items are available to the system:
- chairs (standard stacking chairs - plastic & wooden);
 - tables (folding plastic and non-folding wooden tops with metal legs approx. 4'x3');
 - portable stage (consists of 12 platforms each 4'x8'x16/24", 3 platforms each 4'x8'x16/24", 2 sets of stairs, and stage skirting)

3. How to Request Loaner Stock

- 3.1 Complete the Courier Request form electronically located at Procurement Services website:

<https://staff.wrdsb.ca/procurement-services/board-courier-service-requisition/>

- 3.2 Indicate item(s), quantity and expected delivery/return dates on form.
- 3.3 For assistance please contact the Distribution Services at 519-570-0003, ext 4452.

4. Delivery

- 4.1 Custodians shall be advised of delivery/pick up time by the requestor.
- 4.2 Loaner stock will arrive and be picked up on the scheduled days using the Board's courier service.
- 4.3 Upon return please ensure all items are stacked and secured:
- tables in stacks of 5;
 - blue chairs in stacks of 25;
 - wooden/other chairs in stacks of 10