



Administrative Procedure 4581 EQUIPMENT APPROVAL

Responsibility: Superintendent, Facility Services

Legal References:

Related References: [Administrative Procedure 4570 – Procurement](#);
[Administrative Procedure 4650 – Donations: Computers, Equipment or Other Items](#);
[IS-26-EQ – Equipment Approval Form](#)

Effective: March 2026

Revisions:

Reviewed:

1. Preamble

- 1.1 This procedure defines the process for school-based staff to request approval of equipment that is not pre-approved.
- 1.2 For the purpose of this procedure, equipment is defined as any machine or tool used in a classroom, school shop, or vocational room, excluding hand tools and handheld power tools.
- 1.3 Donated equipment is subject to the requirements of [Administrative Procedure 4650 – Donations: Computers, Equipment or Other Items](#) in addition to the requirements of this procedure.

2. Pre-Approved Equipment

- 2.1 The following equipment is pre-approved and can be purchased, accepted as a donation, or otherwise acquired by a school without the need to follow the Equipment Approval Process:
 - 2.1.1 Equipment that is listed as a “current recommended model” in the [Tech Ed Equipment Lists](#)
 - 2.1.2 Equipment that is listed as an “approved standard” in the [IT Services Catalogue](#)

3. Equipment Approval Process

- 3.1 Before purchasing, accepting as a donation, or otherwise acquiring equipment that is not pre-approved, the equipment must be reviewed and approved by:
 - 3.1.1 Superintendent, Facility Services, in all cases;
 - 3.1.2 Superintendent, Student Achievement & Well-Being with responsibility for Technological Education, in all cases;
 - 3.1.3 Health & Safety, in all cases; and

- 3.1.4 Information Technology Services, if:
- The equipment uses hardware/software that has not been approved by Information Technology Services;
 - The equipment requires or collects personally identifiable information of staff or students; or
 - The equipment connects to WRDSB networks or servers.
- 3.2 To initiate the approval process, a teacher or principal must complete the applicable sections of the [Equipment Approval Form \(IS-26-EQ\)](#), then submit the form via email to equipment-approvals@wrdsb.ca.
- 3.3 Representatives from Facility Services, Health & Safety, and, if applicable, Information Technology Services will review the Equipment Approval Form and complete their respective sections of the form.
- 3.4 Once Facility Services, Health & Safety, and, if applicable, Information Technology Services have indicated their approval on the Equipment Approval Form, the form will be sent to the principal of the school.
- 3.5 Once the equipment has received final approval from the principal, the equipment can be purchased by attaching the Equipment Approval Form to a POREQ; equipment approved through this process is not to be purchased with a P-Card unless authorized by Procurement.
- 3.6 Equipment that is approved through this process may be added to the [Tech Ed Equipment Lists](#) at the discretion of Facility Services or to the [IT Services Catalogue](#) at the discretion of Information Technology Services.
- 3.6.1 With respect to [Administrative Procedure 4570 – Procurement](#), the total estimated cost of equipment added to the Tech Ed Equipment Lists or IT Services Catalogue will be at least \$10,000.
- 3.7 Equipment that is approved through this process but is not added to the Tech Ed Equipment Lists will be considered a one-time purchase for which repair and replacement costs will not be covered by Facility Services.

Download
[Appendix A – Equipment Approval Workflow](#)