

Playground Financing Submission
(to be submitted for all playground purchases)

School: _____ School No.: _____
 Principal: _____

Equipment to be Purchased: _____

Planned Date of Installation: _____

Project Cost Estimate: *

Equipment	\$ _____
Site Preparation	\$ _____
Installation Costs (if separate)	\$ _____
Other (please list) _____	\$ _____
Total Cost:	\$ _____ (A)

Contribution/Down Payments:

Plant Department Playground Contribution (where applicable) **	\$ _____
Other (please list) _____	\$ _____
_____	\$ _____
Total Contributions:	\$ _____ (B)

Request for Loan (*maximum 3 year payback with purchase year = 1 year*)
(if no financing required, request for loan will be zero)

\$ _____ (A-B)

Next Steps:

1. On approval of the loan, a central account will be assigned to fund the purchase.
2. The school/CSC will work with the Purchasing department to obtain quotes and/or tender the purchase under the Board's Purchasing Policy.
3. The school will create a purchase order with the school account number of 10-101-551-XXX-X and include a buyer's note that this purchase is for an approved loan. Purchasing will transfer the purchase to the central loan account for payment.
4. Accounting will confirm the final loan balance after tax rebates and provide the repayment schedule details to the school once payment of the purchase has been finalized.

Principal Signature: _____ Date: _____

Approved by Accounting: _____ Date: _____

**Project Estimate must include estimate of all costs to purchase and install equipment to useable condition. This may include costs from third party vendors from Plant Department as applicable.*

***See Board Playground Equipment Policy S-2013-05-2*