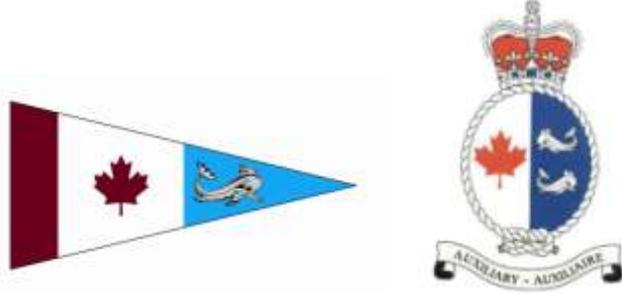


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|---|------------|---|
|  <p><b>CCGA National Standard Operating Policy/Procedure</b></p> |            |   |
| <b>EFFECTIVE DATE:</b>  | TBA        | <b>Administration</b>                         |
| <b>REVISED DATE:</b>  | TBA        |   |
| <b>REVIEWED BY:</b>   | CCGA Board | <b>Equipment Expense<br/>Policy/Procedure</b> |

**PURPOSE:**

This Policy establishes the procedure to be followed for the payment of sundry expenses incurred by Members of the Board in the discharge of their duties.

**SCOPE:**

The scope of this policy is to provide the process and procedures of equipment purchases CCGA activities.

**PERSONNEL:**

Board Members  
Employees

**POLICY:**

**Equipment:**

All equipment purchased with CCGA National funds remain property of the CCGA National.

The following items are referred to in this policy;

- Computer Equipment
- Cell Phones
- Camera's
- Other Related Equipment
- Other Office Equipment

**PROCEDURE:**

Equipment purchases are to be included in the annual business plan and approved by the National Board.

Claims to be approved by the National Finance Committee.

Equipment remains the property of the CCGA National and will be returned to the CCGA upon completion of duties by the member or employee.

Any repair to CCGA owned computers and associated equipment should be requested to and approved by the Finance Committee.

Any equipment that has reached its expiry needs to be reviewed by the Finance Committee. Finance will then contact the CCG for approval and recommended disposal as per the Contribution agreement.

Any requests for exceptions to the policy are to be forwarded to the Finance Committee in writing for review and consideration.