



POLICY 2.20 – Donation of Funds by Employees for the Acquisition of Equipment in Support of Employment Responsibilities

Policy Category: Financial
Effective Date: August 1, 2003
Supersedes: October 9, 2002

POLICY

- 1.00 In instances where an employee wishes to make a donation to the University for the purpose of acquiring equipment in support of his/her a (r)-6.41.1 (i)3.n y(r)-6.41.rD1.16i1 (o m)-2n s ()Tj EMC /P <</MCI
- (b) The University would buy this equipment if it had the financial resources;
 - (c) The equipment will be purchased in accordance with the University's policy on Purchase of Materials and Services ([Policy 2.8](#)

_____), and the University will own the equipment;

- (d) The disposal of the equipment will comply with the University's policy on Disposal of University Assets ([Policy 2.9](#));

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(e)

APPENDIX 1 *

THE UNIVERSITY OF WESTERN ONTARIO

EQUIPMENT DONATION PROPOSAL

1. DONOR INFORMATION - To be completed by the Donor
Donor: _____ Home Telephone: _____
Home Address: _____
Campus Address: _____ Campus Telephone: _____
2. AMOUNT OF DONATION: \$ _____
3. DESCRIPTION OF EQUIPMENT:

4. WRITE A BRIEF DESCRIPTION OF THE ACADEMIC

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6. FACULTY/DEPARTMENT OFFICE APPROVAL:

It is our opinion that the information in this proposal is accurate and in accordance with The University of Western Ontario's policy for acceptance of such gifts. Accordingly, we endorse this proposal and move for its acceptance.

Date: _____

Date: _____
Signature: _____
Chair or Director

Signature: _____

Dean or Associate Vice-President

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FOR REVIEW COMMITTEE USE ONLY

7. APPROVAL

Date: _____

Controller

Date: _____
