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**Board Governance Policy Cross Reference:** [1, 14, 15, 16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[FRAME Manual - Manitoba Education - Province of Manitoba](#)

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The Interlake School Division (ISD) believes that the review and approval of capital expenditures requires an appropriate administrative process to ensure an efficient use of resources to maximize learning opportunities, student and staff well being as well as minimize financial costs.

The following guidelines are to be used for Capital D budget expenditures.

- a) Requests for major Capital expenditures to be considered in the 5 Year Capital Plan should be submitted to the Maintenance Supervisor by December 15<sup>th</sup> each year.
- b) Administrators are to submit, a list of Capital D requests for the upcoming year to the Maintenance Supervisor by December 15<sup>th</sup>.
- c) The Maintenance Supervisor and Secretary Treasurer will meet at each school with administrators to review their requests by January 30<sup>th</sup>.
- d) The Maintenance Supervisor will then provide a costing of all requests to the administrators by May 1<sup>st</sup> along with their budget and final prioritizing of requests will be determined.