

	POLICY		
	WISH LIST		
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WISH LIST POLICY

INTRODUCTION :

The Centre maintains a 'wishlist' of a variety of professional and administrative supplies and services that the Centre wishes to have donated or sponsored by supporters

PURPOSE

The purpose of this policy is to develop a list of resources/items that are required by the Centre to either carry out or further enhance the service or functioning of the different departments/units.

SCOPE

This policy is applicable to all departments who require resources to enhance their respective functions.

POLICY

The wish list is a document which is created by taking in requests from various Units/departments, bi-annually by representatives from Sustainability & Community Relations department.

Prepared by: SCR Manager	Approved by: Director
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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	24 October 2012	Director
01	To revise the purpose of the wish list	30 June 2013	Director
02	New Al Noor logo	01 February 2016	Director
03	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
04	The Fundraising Department changed to Sustainability & Community Relations Department. Outreach- has been discontinued & will not be printed on wish list. Wishlist policy shall require updating every month. Donation Handover procedure clarified.	06 Dec 2020	Director
05	Retained Introduction, Purpose, Scope. Policy mentioned in one sentence	24 June 2021	Director
06	Moving back to Bi-annual updating of wishsit post covid	14 November 2023	Director

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