

SALE OF INDUSTRIAL TECHNOLOGY SUPPLIES AND MATERIALS TO STUDENTS

Purpose and Scope

To outline administrative procedures governing sale of district-owned supplies and materials to students in industrial technology classes.

All materials used for exercises and projects required in industrial technology classes shall be furnished free of charge. Students may be required to pay for all materials used in projects that are taken home. All students should be so informed at the first meeting of the class. Teachers must define this practice in the course syllabus with specific references to Required Class Projects and Elective Class Projects, with examples cited.

Class Project Materials

The school must provide all materials and supplies necessary for the completion of required class projects. These assigned projects should be made of inexpensive materials. If a student elects to make a project out of more expensive materials, the student must pay the difference between the cost of the assigned materials and the more expensive materials.

Implementation

1. Teacher:
 - a. Provides the cost of materials to students, helps them determine the cost of materials needed for special projects, and assists with the preparation of bill for materials.
 - b. Verifies and approves all bills for materials.
2. Student:
 - a. Presents bill for materials at school financial office, makes payment, and receives receipt; returns receipt to instructor and receives materials.