



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Fiscal Management, Revenues**

SUBJECT: **Sale of Industrial Technology Supplies and Materials to Students**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing sale of district-owned supplies and materials to students in industrial technology classes.
2. **Related Procedure:**  
Student Body Budget ..... 2227

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy H-8800.
2. 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 (see Sections C.2 and C.3), with examples cited.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of College, Career and Technical Education.
2. **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. (See Administrative Procedure 2227 regarding student purchase of supplies.)
3. **Elective Class Projects.** Industrial technology classes elected by a student in junior, middle, or senior high school shall charge for materials for projects the student takes home.

**D. IMPLEMENTATION**

1. **Teacher:**
  - a. Furnishes cost figures 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.

Note: In schools using student body funds for purchase of materials, bill for materials must specify that funds have been encumbered. (Administrative Procedure 2227)

2. **Student** presents bill for materials at school financial office, makes payment, and receives receipt; returns receipt to instructor and receives materials.

**E. FORMS AND AUXILIARY REFERENCES**

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NO: **2155**

PAGE: **2 OF 2**

EFFECTIVE: **7-1-62**

REVISED: **12-6-13**

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1. Student Body and District Funds Receipt, Secondary, Stock Item 22-S-7795, PS #3016

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**

A handwritten signature in black ink, appearing to be the name 'Steve Morse' followed by a stylized flourish.

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Chief of Staff