

## **PURCHASING PROCEDURES - STUDENT PURCHASED MATERIALS**

In classes where students make items for their own use, the student will pay for the materials used.

An account may be established to facilitate purchases for these classes.

All materials shall be sold to students at cost with the teacher determining the actual cost, including postage and freight costs in the computation.

Payments for the material shall be made to the school office, and full payment must be made before the item is removed from the school.

A proper system of receipts and accounting will be established and maintained in the school office.

First Reading: 4/13/09

Second Reading: 5/18/09

Reviewed: 4-28-20 (Policy Advisory Council and Board Policy Committee)