



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2155

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CATEGORY: **Fiscal Management, Revenues**

EFFECTIVE: **7-01-62**

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

REVISED: **2-28-2000**

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 in required 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.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Required Class Projects.** Assigned projects in required classes shall provide the operations necessary to meet requirements of the industrial technology course of study and should be small projects made of inexpensive materials; such materials shall be furnished without charge. If a student elects to make a project out of more expensive materials than those assigned by the instructor, the student shall pay for materials. (See 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 students with the preparation of bill of materials.

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- b. Verifies and approves all bills of materials.

Note: In schools using student body funds for purchase of materials, bill of materials must specify that funds have been encumbered. (See Procedures 2435 and 2227.)

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

E. FORMS AND AUXILIARY REFERENCES

1. Student Body or District Bill of Material Sold, Secondary, Stock Item 22-S-7810

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education