

## **INCOME FROM SCHOOL SALES AND SERVICES**

Each request for the sale of books, magazines and other materials must be cleared through the Principal. Each request will be decided on its own merits.

No student shall be required to purchase materials, and any sales which are approved shall be handled in such a way that no parent or student shall feel under any pressure to make purchases.

A simple running account is to be kept showing all money received for supplies sold to students.

All money received is to be reported to the Principal or his/her designee for accounting per school system policies and practices.

Adopted: 4/13/10