



SD #10 (Arrow Lakes) District Protocol

Approving Materials in Shop FORM

Overview:

When purchasing new materials for the shop this form must be completed and provided to the School Principal for pre-approval prior to purchasing. If pre-approved by the Principal, he/she will forward the completed form and any additional information to the Manager of Operations and Transportation for final review and authorization.

The Shop Teacher provides the principal with details of material to be purchased including:

1. Name of manufacturer
2. Components of material
3. Method of storage
4. Educational use of material
5. MSDS sheet (as attachment)

Manufacturer:	
Components:	
Proposed Storage Location:	
Educational Use:	

Prepared By (Teacher): _____ Date: _____

Principal Authorization: _____ Date: _____

Manager of Operations and Transportation Authorization:
 _____ Date: _____

**A copy of this completed authorization form should be kept in the location with the materials.*