

CASCADIA TECHNICAL ACADEMY
OPERATIONAL RULES AND REGULATIONS

PRODUCT SALES

As a core part of our school's mission, each program's learning environment is created to closely resemble real work environments whenever possible. These real-world learning environments may include sales of products and/or services to the public so as to create the greatest possible learning opportunity for students. From this foundation, Cascadia Technical Academy Superintendents' Administrative Council establish the following Operational Rules and Regulation policy:

1. All items for sale need to be sold based on an annually approved price list.
2. Appropriate tracking of expenses and sales shall occur using approved accounting procedures set forth by the host district.
3. Services or products may be discounted or offered for free based on reasons detailed in the program's approved business plan. Sales may be discounted or offered for free from the approved price list if it is in support of student learning and/or the price change is based on conditions beyond the control of the instructor. Documentation of any changes must be made to include instructor's signature that is to be retained with the program's daily cash receipt files.
4. Annually, each program offering products and/or services for sale must have the full price list and business plan approved by the Director before sales may occur. The business plan must include the following as a minimum:
 - a) A written explanation for each product or service provided for sale; and
 - b) Any allowable discounts or conditions for offering free of charge services.