Standard 5

Learning Resources

Instructional Supplies

1. **The institution has a system for purchasing and storing instructional supplies.**

The majority of a program’s supplies are stored in the classroom areas. Some general supplies are maintained in the Education/Student Services office. Small tools required for training are housed either in the instructional area or in an adjacent room. If additional or specialty supplies are necessary for a training unit, the instructor will gather the supply request form and complete a purchase requisition to begin the appropriate purchasing procedure.