

## **CP 5.2.2**

### **Automotive Materials and Parts**

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***Related Board of Trustee Policy: BP 5.2.2***

<b><i>Responsible Official</i></b>	<i>Vice President for Learning and Student Services</i>
<b><i>Approvals</i></b>	<i>11/12/98</i>
<b><i>Revision</i></b>	<i>1/26/18</i>

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### **Procedure**

1. All materials and parts are to be furnished by vehicle's owner.
2. The approval form will serve as receipt when initialed by an administrator and/or the instructor who collected the fee.
3. The original approval form will be displayed and/or kept with the vehicle while all work is being done. Copies will be filed with the Dean of Curriculum Programs, the Vice President for Finance and Administration, the Coordinator of Maintenance, and in the appropriate shop office – either Collision Repair and Refinishing Technology office or the Automotive Systems Technology office.