

Purchasing/Troubleshooting Protocol

We want to ensure that the STEAM lab is well stocked for each class visit. Please reference the list below for instructions on how to get what you need.

	<u>Problem</u>	<u>Solution</u>
	Running low on STEAM challenge supplies?	Take the green card in the front of the supply bin and place it in the “restock request bin” in the first closet nearest the door. This bin will be checked weekly on Friday. If you need supplies sooner please email riapsasteam@gmail.com and we will restock asap.
	Running low on Art supplies?	Use the green restock request cards in the art cabinet to write down what you need and place the card in the “restock request bin” in the first closet nearest the door. PTSA has some back stock and a small budget for art supplies for each campus to restock.
	Have an idea for a supply that could be helpful?	Drop a note in the feedback & suggestion box for committee approval.
	Looking for a specific curriculum related supply?	Email Marisa at mroberston@lsusd.net to use school science funds to obtain what you need.
	Think of a science related “big ticket” item that would be fun to have in the lab?	Drop a note in the feedback & suggestions & box for committee approval.
	Did something break ? Is something missing ?	Fill out the oops report HERE or scan the QR code 

