

CHECKING OUT ART SUPPLIES

Easy as 1, 2, 3...



Check to be sure all the art supplies you need are available. Something missing? Look on the checkout clipboard to see who had it last...



On the clipboard, add your **name**, and list the **supplies** + quantity you're taking to your room and the **date**. Include all items so we know what is being used.



When you RETURN the supplies, add the **date** the supplies are back in the cabinet. Return the supplies (in a good condition) where you found them. A good rule of thumb is to borrow supplies for no more than 72 hours

