

CHARGES: LOST MOUTHPIECES, BOWS, MUSICAL SCORES, OCTAVO MUSIC, MUSIC BOOKS, FINE ARTS VIDEOS, CASSETTES, C.D.'s AND ITEMS WITH BARCODES WHICH ARE LISTED IN THE COMPUTER

1. Employee signs for items checked out from the Fine Arts Department.
2. Fine Arts will bill the respective campus for items not turned in by the second week in May. The campus financial clerk will bill the employee or charge the invoice to the general fund. In all cases, invoices must be paid.
3. The principal is authorized to seek payment from the employee for lost materials.
4. The principal will receive, on a semi-annual basis (January and May), a list from Fine Arts showing over-due items and/or balances due.
5. The invoice will include a signed copy of the form signed by the employee accepting the loan.
6. A copy of the invoice(s) and a check for the total owed is submitted to the Fine Arts Department. The original invoice(s) is/are attached to the Disbursement Voucher.
7. Collections and payments are recorded in the Fine Arts (2176) account.

INSTRUMENT RENTAL FEE

8. The respective campus director will provide a list of students who are renting instruments from the District. This list will be remitted to the campus financial clerk for bookkeeping purposes.
9. The campus director will notify the student's parents that they must submit the rental fee to the campus financial clerk. The clerk receipts the money in accordance with District guidelines.
10. The campus financial clerk uses the list of students (see # 1 above) to account for students who have paid and those that still owe. Collections are recorded in the Campus Fine Arts account.
11. The campus financial clerk should periodically provide the campus director with a list of students who have not paid. It is the campus director's responsibility to address collection problems.
12. Once all students have paid, the campus financial clerk prepares a check for total instrument rental. The campus check and list of students is submitted to the Fine Arts Department. The payment submitted for instrument rental fees must be paid independent of other Fine Arts related fees.

LOST AND/OR DAMAGED INSTRUMENT CHARGES

13. Fees for lost or damaged instruments will be assessed by the Fine Arts Department.
14. The invoice will be mailed to the student's parents along with a copy to the campus director, principal, and financial clerk.
15. The student's parents will remit the invoice and payment to the campus financial clerk. Funds remitted are recorded in the campus Fine Arts account.
16. Copies of invoices and total payment for lost instruments and instrument damages will be made to the Fine Arts Department immediately after school is over (before the campus books are closed).
17. Students must be placed on a "Delinquent Fees List" for unpaid fine arts fees.

SUMMER PROGRAM TUITION & INSTRUMENT RENTAL

18. Guidelines are illustrated in the Summer School Program.
19. Tuition collections are recorded in the campus Fine Arts account.
20. Instrument rental fees are recorded in the campus Fine Arts account.
21. The aforementioned guidelines apply. Payment to the Fine Arts Department will be made immediately after school starts and no later than August 30.