



## **Band Budget and Repair Information**

### **Instrument Repair Money**

A budget transfer is being made to your school for \$1,000 to cover band instrument repair. The budget code will be: 02 5100 061 311 0215 \_\_\_\_\_ (your school number)

The budget department each year will guarantee this money. These monies will also be figured in for new schools without being in jeopardy of cuts to central office funds. You should proceed with your own bookkeepers – let them guide you about a purchase order or direct pay for repair invoices.

Once you have depleted the funds in this account, you may apply for additional funds from Arts Education. Additional funds will be distributed as equitably as possible based on emergency need, size of program and funds available. This information will be shared with all current vendors. You will be able to deal directly with those vendors without going through our office.

WARNING – because these funds are schools-based, it is possible for the principal to spend them as he/she determines appropriate. The level code of 0215 represents Arts Education so hopefully; these funds will remain earmarked for instrument repair.

### **Forms online or through Arts Education Office**

Itinerant Travel Forms

<http://www2.wcpss.net/Forms/Accounting/1800.xls>

Transportation Forms (online and at your school)

Purchase Orders (New Uniforms, delivered by June):

<http://www2.wcpss.net/Forms/Purchasing/purch.xls>

Warehouse Requisition Form:

<http://www2.wcpss.net/Forms/Purchasing/warereqs.xls>

Personal Property Waiver for Student Owned Instruments

### **Procedures and Pacing Guides Online**

Heat Related Procedures for Band

Vendor List and Rental Procedures

### **Instrument Purchasing**

Contact Staff Development Chair to submit changes to current bid list for the following year!

**Student Eligibility for Curricular or Extracurricular Activities**

**NO STUDENTS** should participate in your band unless they are on your school's student rosters. This includes: Marching Bands, Concert Bands, or any audition groups!!!!

**All Directors should be responsible for implementing their procedure for students using School Owned Instruments.**