

# Intradistrict Communication

Date: September 1, 2016

To: Traditional Secondary Principals

From: Laura Finlinson, Administrator of Curriculum and Staff Development  
Heather Ellingson, Director of Accounting, Budgets, and Audits

Subject: **Instrument Purchase and Repair**

Effective the July 1, 2016, the purchase and repair of instruments will be the schools' responsibility. An additional \$1,710 for middle schools and \$5,700 for high schools has been added to the District equipment allocation. Schools should use this allocation to purchase instruments.

Previously, schools were required to turn fees collected for instrument rentals into the District to be used for instrument repairs Districtwide. Effective July 1, 2016, fees collected for instrument rental should be retained by the school to pay the costs of instrument repairs.

Based on these changes, schools should no longer submit requests to the District for instrument purchases or repair nor should they send in student fees collected for instrument rental.