

INVENTORY MANAGEMENT

DEFINITION OF SCHOOL-OWNED INSTRUMENTS AND EQUIPMENT

All instruments and equipment, whether purchased with tax monies, from school activity accounts, by booster clubs, or procured through donations or other sources, are the property of the Pasadena Independent School district, and are subject to all school district policies governing their use and or disposal. All donations must be formally accepted by the Board of Trustees through the Director of Fine Arts. **CHECK BOARD POLICY.....**

USE OF SCHOOL-OWNED INSTRUMENTS AND EQUIPMENT

All school-owned instruments, equipment, and uniforms are for the exclusive use of students who are members of the district's music department. Loans of instruments, equipment, and uniforms to any other individual or group must have the approval of the Director of Fine Arts. Intra-district loans and transfers of instruments, equipment, sheet music, and uniforms are allowed when proper procedures are followed. Loans between schools are permitted when the Fine Arts Department Intra-School Equipment and Musical Instrument Loan Form (Exhibit 2080) is used. Transfers are handled using the school district Inventory Receipt/Transfer Record (Exhibit 2090).

INSTRUMENT, EQUIPMENT, AND UNIFORM CHECK-OUT BY STUDENTS

It shall be the responsibility of each lead music teacher to maintain current and accurate records as to the whereabouts of all instruments, equipment, and uniforms assigned to the music organization as contained in the school district Fixed Assets Accounting Inventory and the Fine Arts Department inventory at each school. Lead music teachers will issue equipment, instruments, and uniforms to students using the Fine Arts Department Uniform and Travel Contract (Exhibit 2100) and the Fine Arts Department Instrument Loan Contract (Exhibit 2110).

FINE ARTS DEPT. EQUIPMENT/UNIFORM INVENTORIES

A Campus Inventory has been recorded of all instruments and equipment in your department. This record (Exhibit 2091) should be useful in maintaining information about instruments and equipment located in your classroom/instructional area. A Campus Inventory of Uniforms (Exhibit 2902) is used to record any uniform charged to your organization. These inventories are to be used in conjunction with the Inventory Receipt/Transfer Record (Exhibit 2090) in adding, moving, deleting any type of material pertaining to your department. These inventories will be sent directly to lead teachers from the Fine Arts Office and are to be used throughout the year to maintain up-to-date inventory records. Copy form to use with any changes made during a school year.

REMOVAL OF INSTRUMENTS, EQUIPMENT, AND UNIFORMS FROM INVENTORY

The need to remove instruments, equipment, and uniforms from the School Inventory record will generally be due to either obsolescence, or losses due to burglary or theft, accidents, or vandalism. Burglary is defined as a loss resulting from forced entry. Theft is defined as a loss without any evidence of forced entry. Vandalism and accident, for removal purposes, are defined as losses due to damage to the extent that repair is neither practical or possible. Musical instruments, equipment, and uniforms in this category are to be removed from the record and sent to the school district Warehouse. Lead music teachers shall report burglaries, thefts and vandalism at school first to the PISD Police Department (920-6900) and then to the appropriate building principal. If a loss occurs somewhere other than at the school due to burglary, theft, or vandalism to an instrument, uniform, or item of equipment checked-out to a student, it should be reported to both the local municipal police and to the PISD Police Department.

Instruments, equipment, and uniforms thought to be obsolete and beyond further use will be removed from inventory only after consultation with and approval of the Director of Fine Arts.

The Inventory Receipt/Transfer Record (Exhibit 2090) is to be utilized when removing items from inventory. A copy of the Inventory Receipt/Transfer Record needs to be sent to the Fine Arts office to attach to your organization inventory, verifying adjustments.

PASADENA INDEPENDENT SCHOOL DISTRICT

Music Department

Intra-School Equipment and Musical Instrument Loan Form

Date _____

Instrument or Equipment _____

Serial Number _____ Brand Name _____

General Condition of Instrument _____

Lending School

Lending Teacher's Signature

Receiving School

Receiving Teacher's Signature

Date to be Returned _____

Receiving School is responsible for replacing any borrowed item(s) that are damaged or destroyed!

To be filled in upon Return of Instrument

Actual Date Returned

Lending Teacher's Signature
Certifying Return

Distribution of copies:

- Original: Lending School
- Duplicate: Receiving School
- Triplicate: Fine Arts Office

PASADENA INDEPENDENT SCHOOL DISTRICT

Music Department

Intra-School Equipment and Musical Instrument Loan Form

Date August 30, 2006

Instrument or Equipment Three (3) Sousaphone stands

Serial Number None Brand Name None

General Condition of Instrument Good

South Houston High School (Teacher's Signature)
Lending School Lending Teacher's Signature

Queens Intermediate (Teacher's Signature)
Receiving School Receiving Teacher's Signature

Date to be Returned Before May 30, 2007

Receiving School is responsible for replacing any borrowed item(s) that are damaged or destroyed!

To be filled in upon Return of Instrument

May 28, 2007
Actual Date Returned

(D. Signature)
Lending Teacher's Signature
Certifying Return

Distribution of copies:

- Original: Lending School
- Duplicate: Receiving School
- Triplicate: Fine Arts Office