

PROCEDURE FOR REPAIR/REPLACEMENT USING THE INSTRUMENT PROTECTION & LOAN PLAN

- 1.) Complete Claim Report, collect the \$30.00 deductible for repair or the \$100.00 deductible for replacement, and a letter from the repair company stating if the instrument can be repaired or has to be replaced.
- 2.) Send **Original** copy of Claim Report with a copy of the cash receipt for the \$30.00 or \$100.00 to the Fine Arts Office for approval. If the damage warrants a Police Report, a copy of the report should be attached.
- 3.) Upon approval of the claim, you will either be emailed or called.
- 4.) When approved, repairs can be sent to vendor for repair, or in case of replacement, a description of the desired item(s) should be submitted to the Music Office for ordering.

REMINDER: Most of the above procedures can be found on the Claim Report.

All invoices must have TEACHER signature. Students or parents are NOT to pay for the repair or replacement, only the \$30.00 or \$100.00 deductible directly to the school and the school secretary will do the transfer of funds.

The teacher ONLY should deal with the instrument repair shop.