



## Washington County School District

121 West Tabernacle Street

Saint George, Utah 84770

435-673-3553

# District Policy 5420

## Rental Accountability

*Building, Grounds, Equipment - Washington County School District - Approved 8-5-87; Revised 10-10-17*

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### 3. Procedure

The following procedures are to be used when renting District-owned band and orchestra equipment to students, and the handling of funds derived from the rentals. These procedures are consistent with the District's purchasing, inventory, and control policies:

- 3.1. Funds collected from students who rent District-owned band equipment are to be properly receipted at the school by the school finance secretary and deposited in a specific account. Money is not to be collected by the teacher.
- 3.2. Funds collected are to be used for maintenance and repair of school owned instruments including but not limited to repairs, replacement of equipment, mallets, strings and drum heads.