



**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

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.