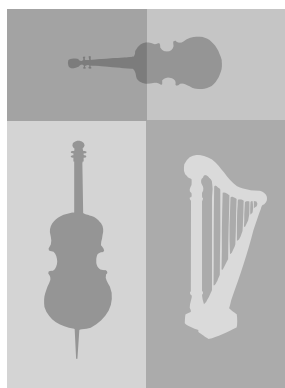
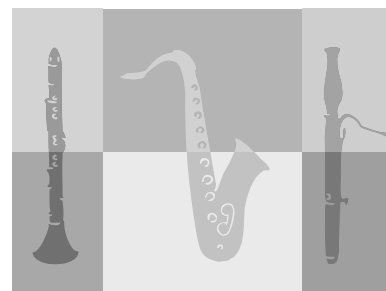
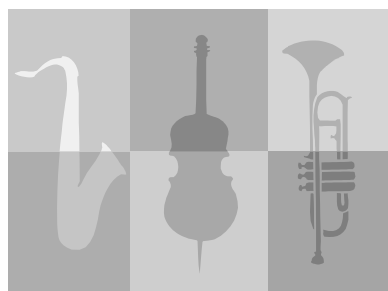


Richland One
South Carolina's Capital Schools
Financial Services
Visual and Performing Arts



MUSICAL INSTRUMENT INVENTORY AND ISSUANCE PROCEDURES



**MUSICAL INSTRUMENT INVENTORY AND ISSUANCE PROCEDURES
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GENERAL

Background:

The Visual and Performing Arts Department (V&PA) of Richland County School District One includes programs for Visual Arts, Music, Dance, and Theater. The Music Programs include:

- General Music – Elementary School level
- Orchestra – 5th grade through 12th grade
- Chorus – Middle School through High School level
- Band – Middle School through High School level

The Visual and Performing Arts Department is located at 1225 Oak Street, Waverley Building, Columbia SC 29204, district mail code 675.

- Telephone numbers – (803) 736-6236 or (803) 733-6170
- Fax Number (803) 929-3751

General:

All persons entrusted with Richland County School District One (RCSD1) musical instruments are responsible for its proper use, care, custody, and safekeeping. All instruments acquired by the District from whatever source must be accounted for by RCSD1 policies and guidelines. Financial Services – Property will maintain the accounting of instruments from the time of acquisition to the disposal of the instrument.

The Musical Instrument and Issuance Procedures is an excerpt from the RCSD1 Property Manual. This excerpt was designed to familiarize the Music Directors with:

- The polices and procedures regarding Musical Instruments
- Identify the duties and responsibilities for the Music Directors and the V&PA Department
- Provide data regarding the completion and submission of district forms to Financial Services and V&PA

**RICHLAND COUNTY SCHOOL DISTRICT ONE
MUSICAL INSTRUMENT INVENTORY AND ISSUANCE PROCEDURES**

I. Processing of Musical Instruments:

- All new musical instruments acquired by the district (district-wide purchases and school purchases) must be direct shipped the to District Warehouse, 927 Whaley Street, Columbia SC, 29201 for processing.
- The Music Director must contact Financial Services to schedule an appointment to process musical instruments (new and used) that are acquired through Booster Clubs, PTO, Donations, etc.

Instrument processing includes:

- Engraving the RCSD1 Identification Number (ID) and crime watch number on the main body of the musical instrument and the musical instrument case. **(see Appendix P-1)**
- Recording the RCSD1 ID and the musical instrument serial number in the Fixed Assets Database

Note: The V&PA Department, (per collaboration with the lead Music Directors), provided to Financial Services, recommendations for the placement of the engraving.

II. Donations:

Musical instruments received through sources other than the District Procurement Department, such as PTO, school foundations, booster organizations, as well gifts from outside individuals or entities are considered donations. **The Proof of Donation Form (See Appendix F-1)** and **the receipt** confirming the purchase price of the musical instrument must be submitted to Financial Services. The completed Proof of Donation Form will ensure the donor receives the Tax-deductible letter. The purchase receipt will provide the district's insurance provider confirmation of the purchase price.

III. Personally Owned Instruments:

Instruments personally owned by the student or Music Director are not processed as district owned instruments. In order for personally owned instruments to be covered by the District's insurance (in case of theft, loss or damage) the instrument must be:

- stored at the school in a locked, secured area with district-owned instruments.
- the serial number and owner's name (student or Music Director) must be recorded on the **RCDS1 Personally Owned Musical Instrument Log (See Appendix G-1)**.
- The Music Director maintains the log.

IV. In House Musical Instruments Inventory:

The V&PA Department require the Music Directors to conduct Musical Instruments inventories twice a year (at the beginning of the school year and at the end of the school year). The following procedures must be followed:

- The Music Director must contact Financial Services to obtain a copy of the Musical Instrument Inventory Report for their specific location.
- The Music Director will compared the inventory report to the actual physical inventory on hand.

- Any discrepancies should be reported to Financial Services – Property, Mail code 750 on **the Inventory Discrepancy Report (See Appendix L-1)**.
- Discrepancies include:
 - **Missing musical instruments** – musical instruments listed on the property inventory list that are not found during the inventory and the Music Director has no prior knowledge of this musical instrument.
 - **Additions** – musical instruments found at the inventorying location that are not on the property inventory list (attached a **Proof of Donation Form see Appendix F-1**, if acquired through a donation)
 - **Stolen** – musical instruments that have been stolen (provide copy of the Theft, Vandalism, Lost and Damage report).
 - **Transferred** – musical instruments that have been temporarily or permanently transferred to another District One location (provide copy of **Equipment Transfer Form see Appendix D-1**).
 - **Damaged** – musical instruments that are awaiting repairs through the District’s contracted Musical Instrument Repair Company
 - **Non-repairable** – musical instruments has been deemed non-repairable or repairable but not financially prudent to invest in repairs by the contracted Instrument Repair Company. Attach a copy of the **V&PA Non-Repairable Instrument Form (see Appendix M-1)**

V. Visual check:

The Music Director must conduct a visual inventory check of musical instruments on a daily basis to ensure all instruments are accounted for before and after each class.

VI. Musical Instruments transfers:

Musical instrument transfers (temporary or permanent) are transactions involving instruments which are on loan to a district property within Richland School District One, and permanent transfers of non-serviceable equipment to the district warehouse. If the musical instrument is transferred for more than 72 hours (this is an exception to the 24 hour district policy), this action should be documented by doing the following:

- Complete an **Equipment Transfer form (See Appendix D-1)**. The transfer must be authorized by the Department Head or Principal. The person picking up the musical instrument to transfer it will sign the equipment transfer form as the Movement Control Officer and will sign to accept responsibility for the musical instrument.
- The originating location (owner of the musical instrument) and the receiving location (receiving the transfer of musical instrument) temporary or permanent, must keep a copy of the equipment transfer form on file.
- A copy must be sent to the Financial Services, Mail code 750, within 24 of the transfer.
- If the transfer is a temporary transfer, repeat above procedures when returning musical instruments back to the designated school.

VII. District Owned Musical Instruments Student Check-Out Form:

This form **MUST** be completed for **EVERY** district or school-owned instrument **INCLUDING** low brass, percussion, double reed, etc. for instruments checked-out to students (**See Appendix K-1**) The Music Director must keep a copy on file for at least one year after the musical instrument has been returned. The parent/student receives a copy upon signing the form and upon returning the musical instrument. It is the **MUSIC DIRECTOR'S** responsibility to make certain that this form is accurately and completely filled out.

VIII. Non-Repairable Musical Instrument Form:

Must be completed by the contracted Instrument Repair Company when the company deems that the musical instrument is not repairable **OR** the instrument is repairable, but not financially prudent to continue to invest in repairs, the contracted instrument company will:

- Complete the **V&PA Non-Repairable Musical Instrument Form (see Appendix M-1)**
- Return the musical instrument to the Music Director
- Provide a copy of the non-repairable form to the V&PA Department and the Music Director
- Musical instruments that are no longer operational should be shipped to the district warehouse (**permanent transfer**) via the **Equipment Transfer Form (See Appendix D-1)** and noted as inoperable.
- If the musical instrument will be utilized for parts, the Music Director must:
 - Check the appropriate box located at the bottom of the V&PA Non-Repairable Musical Instrument Form.
 - Forward to **Financial Services – Property (mail code 750) the original and to V&PA (mail code 675) a copy of the Non-repairable Musical Instrument Form** to was completed by the district's Musical Instrument Contracted Repair Company.
 - A memo from the Musical Director stating the instrument will be utilized for parts, and requesting removal from the school's inventory.

IX. Thefts:

- **Contact District One's Security at 929-3940 and the local police immediately.**
- Contact the Principal, Inventory Control Officer at the school location and the Coordinator of Visual and Performing Arts.
- The circumstances surrounding the occurrence must be documented on the **Theft, Vandalism, Lost and Damage Report (TVLD – see Appendix B-2))**
- The TVLD and the **incident report (that is completed by the local police)** must be forwarded to Financial Services – Property (original) and a copy forwarded to the Coordinator of V&PA (mail code 675)– within 24 hours of the realization of the occurrence.
- **The Addendum Form (see Appendix B-3)** is used to submit the incident report to Financial Services – Property when the incident report was not completed within 24 hours of the realization of occurrence by the local police.

X. Investigation of Theft and Lost Property Procedures:

The Inventory Control Officer will ensure that the immediate supervisor completes the Theft and Lost Property Investigation and forward the results to Financial Services within 24-48 hours of the realization of the occurrence (See VII-5 of the property manual). Based on the information from the TVLD Report and the Theft and Lost Property Investigation Report, further investigation may be conducted. Financial Services or Risk Management may re-open the investigation after consultation with the district's insurance carrier.

XI. Replacement procedures for Lost Damaged or Stolen instruments:

In order to initiate replacement of lost, damaged, or stolen property a manual purchase requisition (**not MUNIS**) must be completed using the **appropriate location code** for the school or department, and sent with the TVLD, or at a later date to Financial Services - Property. Additionally, the requisition should be annotated "**Replacement request for lost, damaged, or stolen property**". Once the report is received in Financial Services-Property, it will be time/date stamped documenting receipt. The General Ledger Accountant has **24 hours** to process the report.

- Financial Services will forward TVLD report and the manual purchase requisition to Budget Services attached to a memorandum stating the **replacement request** of the lost, damaged or stolen property.
- **Budget Services must authorized the replacement of the musical instrument.**

XII. Visual and Performing Arts Procedures Agreement Form:

The Music Directors must sign and forward the attached **Visual and Performing Arts Procedures Agreement Form (see VII-5)** to V&PA mail code 675, confirming that they have read and understand the Richland School District One, Visual and Performing Arts Musical Instruments Inventory and Issuance Procedures.

**RICHLAND COUNTY SCHOOL DISTRICT ONE
VISUAL AND PERFORMING ARTS
PROCEDURES AGREEMENT**

I understand the Policies and Procedures of the Musical Instrument Inventory and Issuance Procedures. I agree to follow these procedures to the best of my ability.

Music Director's Name

Print _____

Signature _____

School Name _____

Date _____