

Policies of the Board of Education

Series 600: Fiscal Management

**INCOME FROM SCHOOL SHOP SALES AND SERVICES**

655

The services provided through school shops and laboratories, and products offered for sale through school programs, shall not be considered income-producing for the District.

Customers shall be charged on the basis of materials used, any parts used, and the incidental costs of providing the product or service.

The instructor in charge of the particular program or shop shall be responsible for setting prices or charges. Additionally, a registration fee shall be charged for repair of all items left with the school overnight.

In all instances, the client for repairs shall:

- pay the estimated cost of materials and parts in advance.
- Pay any additional cost of parts over and above the estimate prior to receipt of the repaired item.

All money received from customers for all sales and services shall be turned in each day to the school business office. This money shall go into the general account, with the exception of that received for repairs in school shops. The latter shall go into a special clearing account specifically set up to cover parts, materials, and miscellaneous costs.

Refunds will be made to customers if costs of parts were overestimated. However, these can be made only after all vouchers from suppliers are processed and have been approved by the Board of Education.

Cross Ref.: 655-Rule

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Revised: March 1994  
April 2002

Waunakee Community School District