

Music Instrument Repair During School Year **(Before end of year order cutoff)**

1. Music teacher shall submit a purchase requisition form to their school administrative secretary.
 - a. Vendor, school information, and date fields shall be complete.
 - b. Description of the instrument and repair must be complete, including the district asset tag number.
 - c. **Record the asset number for each instrument exactly as it appears on the tag affixed to the instrument.**
 - d. **Please, make every effort to send the instrument with its corresponding case (instrument and case should have the same asset tag number. Check the instrument inside the case!)**
2. School admin shall enter the repair requisition into Munis for appropriate vendor. **Please make sure the district asset tag number appears in the line description in Munis (see example).**
3. School admin shall record the requisition number in the appropriate field on the Purchase Requisition form.
4. Place the instrument(s) and a copy of the purchase requisition form in your school's shipping/receiving area. **Instruments left in classrooms and/or instruments without proper paperwork will not be picked up.**
5. Shipping and Receiving will pick up outgoing items on a daily basis.

Reminders:

- Record the entire asset number on the requisition form. Do not drop leading zeroes!
- Asset tags will resemble one of the following: M01234, G01234, 001234, or 81234. In other words, an "M" followed by five numerals, a "G" followed by five numerals, six numerals, or five numerals starting with the number "8" or higher.
- Admins should enter the line detail description similar to the following:
M01234 CELLO – REPAIR BRIDGE
001234 VIOLIN – RESET SOUND POST
G01234 VIOLIN – FIX TOP CRACK
- Other than the letters "M" or "G", there are no other letters in asset tags. A "0" is a "zero", not an "oh". This is important to enable accurate inquiries within Munis.

Fairbanks North Star Borough School District Purchase Requisition

* School year Inst. Repair * Attention Vendor: This is not an order.

School/Department <i>ABC Elementary</i>		Vendor Name/Address <i>String works</i>		Requisition No. <i>16201234</i>				
Deliver to		Date Required		Authorized Signature:				
Vendor No.		FOB:		Date <i>Dec 1, 2015</i>				
Contact:		Purchasing Use Only		QTY REC'D				
ITEM NO.	DESCRIPTION (brand, model, color, size, etc.)	VENDOR CAT NO.	UNIT	QTY REQ	UNIT PRICE	EXT PRICE	PO NUMBER PO LINE	QTY REC'D
1	Cello - repair bridge	M01234			-50			
		Account No:						
2	Violin - reset sound post	001234			-20			
		Account No:						
3	Viola - fix top crack	G01234			-100			
		Account No:						
4	Bow Tube	-			-200			
		Account No:						
		Account No:						
		Account No:						
		Account No:						
		Account No:						
Special Handling:								
Teacher/Requestor: <i>Mr. Music</i>								
WHITE: Purchasing YELLOW: Return to Originator PINK: Requisitioner's Copy								

Total for this page \$ 370
GRAND TOTAL \$ 370

Budget Analyst: _____