

# Music Instrument Repair During the Summer (After *General Fund* spending cut-off, March 31st each year)

**NOTE REGARDING BUDGET:** We understand that instruments are not usually ready to submit for repairs until after school is out, however in order to (reserve) General Funds in the “current year”, a PO Requisition must be submitted before the annual fiscal year spending cut-off, March 31st. To accomplish this, and assure your funds remain reserved for your repair needs, connect with your School’s Admin. Secretary before March 31st, to outline the total expenses for all instrument repairs for year-end budgetary purposes; they will use the preliminary information to create a “Temporary” PO to encumber the funds for your purposes. Funds (not) encumbered before the annual cut-off are in danger of being reallocated to cover other school district expenses.

## General Instructions for submitting repair orders:

1. The Music Teacher must complete the [Shipping & Receiving Requisition Form, for Musical Instrument Repairs](#). Use one (1) Form for each Vendor. (A regular PO Requisition Form may also be used).

### Specify:

- a. Vendor, School, Teacher/requestor, date fields, and “**Do Not Exceed**” amount for each item.
  - b. **Description** of the instrument, and a **detailed description of the needed repair**.
  - c. The **Asset number** for each instrument, exactly as it appears on the instrument.
2. Once the Requisition Form is complete and signed by the Principal, place the instrument(s) and a copy of the completed Requisition Form in your school's loading/ receiving area. **Do not key the requisition into Munis; S&R will enter the order into Munis on behalf of the schools.**
  3. Once the instruments and paperwork are ready, enter a **Shipping & Receiving Work Order** through the **Web Help Desk**, to create a transfer ticket and schedule the pick-up\*.  
\*S&R will still pick up outgoing instruments without a Work Order on their regular route *if* the instruments are ready to go, and the proper paperwork is filled out (completely) and signed by the principal/administrator.

**INSTRUMENT CASES:** Send the instrument with its **corresponding case**. If you’ve used a different case to transport the instrument for some reason, tape a note to the case to cover up the usual Asset #, and mark the case with the Asset # that matches the (instrument inside the case).

## Important Reminders - Please read:

- **Instruments left in classrooms or left without completed paperwork will not be picked up.**
- 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, and the newer asset tags with five or six consecutive numerals.
  - Other than the letters “M” or “G”, there are *no other letters* in asset tags. A “0” is a “zero”, not an “oh”. Please do not drop the zero(s) when filling out the Asset Tag #. This is important to enable accurate inquiries by us within Munis.
- The updated [S&R Requisition form for Music Repairs](#) is a fillable form, which should make it easier to fill out. If a form is completed “by hand”, please make sure the handwriting is legible.  
**BE SPECIFIC in your description of the requested repair; the information you provide on the form will be exactly what is communicated to the Vendor on the PO.**
- RE: DO NOT EXCEED amounts. *If you are willing to exceed this limit, you must specify a “Club” account on the Requisition Form (Special Instructions) where the difference can be charged to.*
- Again, **DO NOT ENTER THE REQUISITION INTO MUNIS.** Shipping & Receiving will take care of it after the instruments have been picked up and the paperwork has been checked.