



Only production or services that relate to the planned instruction of the program may be accepted. Work accepted must involve the type and level of competencies necessary to fill the instructional needs of specific students. Work on gadgets or novelty items should be rejected if there is any question as to their instructional value.

Live work projects should not compete with local business or industry. Also, soliciting or advertising for projects shall not be allowed.

Appropriate charges are to be made for live work projects. These charges should cover the cost of school purchased materials, parts and supplies, PA sales tax when applicable, and a ten percent (10%) service charge to a maximum of twenty-five dollars (\$25.00).

These guidelines are designed to promote a system that provides desired services; assures needed communication; and promotes meaningful instructional experiences.

The day-to-day sales and/or services of Culinary Arts, Cosmetology, Floriculture/Landscaping, and Marketing are considered live work, but do not require the submission of a live work request form.

Persons or organizations requesting services must contact the instructor in charge of the lab that will perform the service. Such requests shall outline the nature and scope of the project including detail, sketches or samples as necessary.

The administrator and instructor involved will make the decision as to when the particular services requested will fit into his/her course of study.

The instructor will notify the individual and coordinate the individual's submittal of the proper form or forms.

A live work request form must be completed and signed by the customer, instructor and applicable Supervisor with an estimate of cost before work is to begin.

1. Service or goods ordered in advance of the delivery or pickup date require a live work request form.
2. Administrative approval is required for all live work projects. A deposit of 50% of the estimated project cost is required in advance of beginning all projects valued at fifty (\$50.00) or more.
3. Parent signature is required on all student projects.

Materials, supplies and parts needed to complete the live work project should be obtained following the procedures listed below:

1. The customer should be encouraged to purchase the supplies or parts needed and provide the items to the school.
2. Materials, supplies and parts needed shall be invoiced to the customer and paid directly to the vendor by the customer, including sales tax.
3. The school will purchase the material, supplies and parts; these costs will be itemized on the work order and be subject to PA sales tax, if applicable.

#### Live Work Material Control

In order to keep accurate records, which can be audited, and to provide materials to instructors when needed, the following procedures shall be adhered to:

1. Production work supplies and materials typically shall be purchased through the live work fund. The administration, in certain situations, can require the requestor be responsible for the purchasing of supplies, parts, rental of equipment or materials for the live work project. It shall be the responsibility of the requestor that materials be available at the start of the project.
2. Each instructor shall maintain a logbook with shop copies of work order forms and all invoices. The logbook should be available for audit upon request.
3. All work shall be paid for upon completion before the project leaves the school. If the customer is a school district or governmental agency, the instructor will give the bill to the business office, which will then bill for the work.
4. The instructor will determine what material shall be used for each job. All production jobs shall be properly charged to recover the costs of the job.
5. Each program will charge for the use of miscellaneous supplies as deemed necessary.

#### Financial Conditions

The service charge for live work projects shall be determined as follows:

1. The instructor will develop a list of basic charges for work that is typically associated with the shop or laboratory. This list will be posted with the dollar amount charged in addition to the cost of the materials, supplies, and parts.

2. For live work projects where a basic charge has not been set, a ten percent (10%) charge to a maximum of twenty-five dollars (\$25.00) will be attached. This dollar amount is based on the cost of materials, supplies and parts used to complete the project.
3. All service charges are subject to PA sales tax, if applicable.
4. Student labor charges should not be part of these cost assessments.

All money transactions, with the exception of Culinary Arts, Cosmetology, Floriculture/Landscaping, and/or Marketing shall be paid in the business office. Therefore, before any project or repair item is removed from the program area the customer work order/invoice shall be brought to the business office for payment. The customer will receive a work order copy marked "paid" and a receipt issued. The customer will then return to the program area to pick up the project. No project shall be released until payment has been made in full.

Previously adopted: 11/1/04