

INCOME FROM SCHOOL SHOP SALES AND SERVICES

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, and parts used, and the incidental costs of providing the product or service.

The employee in charge of the particular program or shop shall be responsible for setting prices or charges, subject to review by the supervisor.

In all instances, the client for repairs shall:

1. Sign a written form of school liability release. This form includes a description of work to be performed, a parts cost estimate and basic shop fee cost.
2. Pay for all services in advance of delivery of the vehicle or item to the client.

All money received from customers for all sales and services shall be turned in each day for deposit that day. No money is to be kept by an employee or in a school building overnight.

Adopted 5/29/79
Revised 8/24/87
Adopted 1/10/96
Revised 3/14/05
Reviewed 4/10/2012