

BAND INSTRUMENT INVOICE PROCEDURES

REGULATION

1. Open POs should be generated for each campus for an amount determined by the band director (for each anticipated vendor). The Fine Arts Department will be responsible for entering all requisitions for band instrument repairs. ***This will not include supplies or any other band instrument related expenses. Such requisitions will continue to be handled by the campus secretary.**
2. When repair service is needed, the band director will obtain a quote from the vendor and arrange for repair work to be completed.
 - a. Vendors or band directors **should** verify the status of their open PO with the Fine Arts Department prior to service being performed.
3. If an open PO exists and sufficient funds are available, the work can be conducted by the vendor at the agreed upon quote. If an open PO does not exist, the band director **must request** an open PO (or specific PO) for repair **prior to work being conducted on instruments.**
4. Once work is completed, vendor will submit invoice to band director for signature approval. The Fine Arts Department is to receive invoices from either the Accounting Department or directly from the vendor. Contact information for invoice submittal is listed below.
 - a. All invoices must include a PO number.
 - b. Only original invoices will be accepted – no copies or faxes.
5. Fine Arts Department will process all invoices for payment and submit them to Accounting for payment.
 - a. Fine Arts Department will be the primary contact person for the Accounting Department on all invoices and band instrument repair related issues.
6. Fine Arts Department will keep records of purchase orders, invoices, and status of campus band instrument repair budgets.
7. Vendors should refer all inquiries on invoices to the Fine Arts Department.

Mona Nino
Fine Arts Secretary
3911 Avenue I
Rosenberg TX 77471
mnino@lcisd.org
832-223-0512