



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5345

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CATEGORY: **Support Services, Material Resources**

EFFECTIVE: **2-20-63**

SUBJECT: **District-Owned Musical Instruments**

REVISED: **10-13-2000**

A. PURPOSE AND SCOPE

1. To provide administrative procedures governing inventory, assignment, transfer, and delivery of district-owned musical instruments.
2. **Related Procedure:**
Property damage or loss 5025

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-5000, F-1500, G-4000, G-4500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Visual and Performing Arts Department, Institute for Learning.
2. **The district musical instrument pool** is a central depository for surplus instruments that are available for reassignment to schools as needs arise. Schools should send surplus district-owned instruments to the pool to help meet needs throughout the district and to reduce the need for purchasing additional instruments.
3. **An inventory of district-owned instruments** shall be taken once each year, generally in May or early June, using lists and instructions provided by the Visual and Performing Arts Department.
4. **Visual and Performing Arts Department Responsibilities**
 - a. Maintenance of inventory records on all district-owned instruments.
 - b. Maintenance of a working list of *pool* instruments and complete inventory lists of all instruments charged to the Visual and Performing Arts Department for school use.
 - c. Maintenance of equipment standards lists.
 - d. Proper storage of pool instruments.

- e. Assignment of instruments to itinerant instrumental music teachers, each serving groups of elementary schools.
- f. Allocation of musical instruments to secondary schools based on the standard equipment allowance and the needs of the school.
- g. Funding for replacement of lost, stolen, or damaged (vandalized) musical instruments if they are part of the standard allowance or the districtwide pool.

D. IMPLEMENTATION

1. Inventory and Allocation of Musical Instruments

a. Visual and Performing Arts Department

- (1) Prepares listings of musical instruments assigned to instrumental music teachers (elementary schools) and to secondary schools during first week of May.
- (2) Issues inventory listings by administrative circular to accountable personnel with instructions for completion.

b. Schools

- (1) Using inventory lists, conduct inventory in accordance with instructions in circular. Itinerant instrumental music teachers assist site personnel in conducting elementary school inventory. Secondary school inventory will be conducted by the instrumental music teacher at the school. If there is no instrumental music teacher at a secondary site, the school principal should contact the Visual and Performing Arts Department for assistance in completing the inventory.
- (2) Forward one copy of completed inventory listing to the Visual and Performing Arts Department in June with necessary information on lost, loaned, or transferred musical instruments for adjustment of inventory records.
- (3) Initiate "Property Damage and Loss Report" (E.2.) for lost instruments using instructions on form; initiate "EFRA Nonstock Requisition" (E.3.) if replacement is required.

- c. **Materiel Control Unit, Procurement and Distribution Department**, Business Services Division, Administrative/Operational Support, makes copy of "Property Damage and Loss Report"; forwards with "EFRA Nonstock Requisition" to the Visual and Performing Arts Department for authentication and transmittal to appropriate division head for funding and approval or disapproval of replacement.
2. **Use of Musical Instrument Pool.** Music teacher or principal notifies the Visual and Performing Arts Department of need for instrument or of return of surplus instruments.
3. **Loan/Transfer of Instruments From One Teacher/School to Another**
 - a. **Music teacher (elementary or secondary)**, upon approval by site administrator, notifies the Visual and Performing Arts Department by telephone or memo of need for transfer of equipment and accountability.
 - b. **Visual and Performing Arts Department** completes "Equipment Transfer Document" (ETD) (E.4.), and transfers accountability on records; returns a copy of ETD to school as notification that transfer posting was completed.

E. FORMS AND AUXILIARY REFERENCES

1. Inventory listings maintained in the Visual and Performing Arts Department
2. Property Damage and Loss Report, Stock Item 22-R-2270
3. EFRA Nonstock Requisition
4. Equipment Transfer Document (ETD)

F. REPORTS AND RECORDS

1. "Property Damage and Loss Report" to Materiel Control Unit, Procurement and Distribution Department, at the time of annual inventory to report damage or loss (with "EFRA Nonstock Requisition" attached when replacement is required) or at any time when vandalism or loss occurs.

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2. Marked copy of inventory list indicating any change in status of instruments (e.g., loss, transfer).

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education