

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: ___DFG___

INCOME FROM CAREER TECHNOLOGY EDUCATION LABORATORIES

SALES AND SERVICES

The school corporation shall not accept work which will place it in competition with private business establishments in the community, and the acceptance of work shall be limited in relationship to a valid program of instruction as established by the classroom teacher and approved by the principal and Director of Career Technology and Adult Education.

The services provided through School Educational Laboratories shall not be considered income producing for the school corporation.

Customers shall be charged on the basis of materials used, any parts used, and the incidental costs of providing the product for service.

The principal of each school involved with the advice of the instructor in charge of the particular program shall be responsible for setting prices and/or charges. In all instances, the client for repairs shall:

1. Pay the estimated cost of materials and parts in advance.
2. Pay any additional cost or parts over and above the estimate prior to receipt of the repaired item.

All money received from customers for all sales and services shall be turned in to the appropriate treasurers in accordance with the procedure developed by the Treasurer and the Chief Financial Officer. This money shall be deposited into the General Fund when material or parts costs have been purchased from said fund.

Refunds will be made to customers if cost of parts were over-estimated. However, refunds can be made only after all vouchers from suppliers have been processed.

Adoption Date: October 12, 1977; Revised: February 11, 2002

Legal Ref:

Cross Ref: