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ACTION REQUESTED

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 31, 2014

MEMORANDUM

To: High School Principals

From: Erick J. Lang, Associate Superintendent 

Subject: ACTION: Musical Instrument Repair and Piano Tuning Allocations

Summary of Account for Musical Instrument Repair

- Musical instrument repair refers to repairs for band and string instruments only and does not apply to piano tuning or piano repairs.
- A musical instrument repair account will be assigned to each individual high school using budget account number 01.04xxx.xxx.05.502040 ("xxx" refers to the school number).
- Each high school will be allocated \$7.25 per student enrolled in band and orchestra courses during the 2014–2015 school year. Individual school musical instrument repair allocations will be sent to principals on or before September 10, 2014, via an e-mail message from Mr. Rick S. Penix, coordinator, Fine Arts.
- Designated staff members will pay musical instrument repair invoices from the school's Independent Activity Funds (IAF) account on or before the due date on the repair vendor's invoice.
- Designated staff members should review the attached *Payment for the Fiscal Year 2015 Musical Instrument Repair and School Reimbursement Process* and then submit requests for reimbursement to the Division of Controller, 45 West Gude Drive, Suite 3200, using the Montgomery County Public Schools Form 280-48: *Request for Reimbursement of Invoice Paid by School*.
- Instrumental music teachers may submit repair requests to their school's financial agent from September 10, 2014, to May 6, 2015.
- At this time, it is expected that any countywide budget freeze will not impact these accounts.

Summary of Account for Piano Tuning

- The process for requesting piano tuning remains the same as school year 2013–2014.

- Each school will be allowed four piano tunings for the school year 2014–2015 paid from accounts managed by central office.
- Schools will be assigned a specific month or months for the piano tuning. Music teachers will receive the Piano Tuning Schedule from Ms. Katherine A. Murphy, content specialist, Fine Arts, on August 29, 2014.
- This process serves the interests of maintaining the pianos in the school system. If a piano needs to be tuned closer to a concert date, it will be the responsibility of the school to fund this.
- Schools will contact vendors to arrange tunings within their scheduled times.
- Schools will be billed for any additional piano tunings and/or repairs they request.
- At this time, it is expected that any countywide budget freeze will not impact these accounts.
- For any pianos that need to be surplussed, please contact Ms. Murphy via e-mail to obtain written approval.

Action

- Share this information with instrumental and general/choral music teachers and your school business manager.
- Consult with instrumental and choral/general music teachers on the process for determining instrument repair schedules and piano tuning needs for your school.

Questions

- For questions about instrumental music repair requests, contact Mr. Penix at 301-279-3250 or via e-mail.
- For questions about piano tuning and piano repair requests, contact Ms. Murphy at 301-279-3250 or via e-mail.

EJL:bts

Attachment

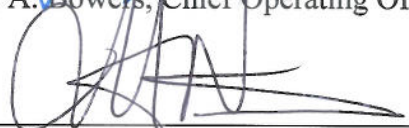
Copy to:

Dr. Statham
Dr. Garran
Ms. Adams
Mrs. Camp
Mrs. Collins
Mr. Creel

Mrs. Diamond
High School Administrative Secretaries
Mrs. Lazor
Mr. Lowndes
Dr. Munk
Ms. Murphy

Mr. Penix
Mr. Scriven
Dr. Steinberg
Mr. Koutsos
Mr. Prouty

Approved: _____


Larry A. Bowers, Chief Operating Officer
Maria V. Navarro, Chief Academic Officer

**Payment for the Fiscal Year 2015 Musical Instrument Repair
and School Reimbursement Process**

- The instrumental music teacher will take instruments in need of repair to a Montgomery County Public Schools (MCPS) approved repair vendor and request a “Not to Exceed” repair estimate.
- The instrumental music teacher should submit MCPS Form 280-54: *Request for Purchase*, to the financial agent for approval of the instrument repair that includes the vendor name, quoted amount of the repair, and a description of the work.
- Upon receipt of the approved MCPS Form 280-54, the instrumental music teacher should contact the vendor to authorize the work to be done; and the vendor will begin the repair.
- Upon receipt of the repaired instrument and invoice, the instrumental music teacher is responsible for signing and dating all repair invoices and marking each one “Received.”
- The instrumental music teacher is then responsible for attaching a copy of the approved MCPS Form 280-54 to the original repair invoices and then submitting the documentation to the school financial agent immediately. This will facilitate the timely payment of vendor invoices.
- The school’s financial agent is responsible for paying all musical instrument repair invoices on or before the due date on the repair vendor’s invoice.
- The school’s financial agent is responsible for submitting forms and documentation required for reimbursement of expenditures directly to Division of Controller, 45 West Gude Drive, Suite 3200, no later than the 10th business day of the month after payment was issued from the Independent Activity Fund (IAF). MCPS Form 280-48: *Request for Reimbursement of Invoice Paid by School* must be completed with the school’s musical instrument repair account number listed as the funding source and documentation of the paid invoices attached.
- The school’s financial agent also should send a copy of the reimbursement request to Mr. Rick S. Penix, coordinator, Fine Arts, Carver Educational Services Center, Room 256.

Monitoring Funds Available

- Instrumental music teachers and school financial agents should work together throughout the school year to track expenditures for musical instrument repairs, to monitor the musical instrument repair account balances, and to ensure that spending is within the amount allocated in the musical instrument repair account.
- Schools that overspend the musical instrument repair account will be invoiced for overages at the end of the school year.
- School requests for reimbursement of musical instrument repair allocation funds must be received by the Division of Controller **no later than May 14, 2015**, (the 10th business day of May). This timeframe has been determined so that all outstanding invoices are received and paid by the end of the fiscal year.