

## **INCOME FROM CAREER AND TECHNICAL EDUCATION SALES AND SERVICES**

The services and products provided through the districts' various Career and Technical Education programs are not designed to be competitive with local businesses, nor to produce revenue for the district. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials, supplies, any parts used.

- A. Money received from customers will be deposited with the school business office in the appropriate fund or Trust Account.
- B. The programs and services may be used to build, refurbish or repair district-owned equipment and facilities.
- C. The program supervisor will be responsible for setting prices or charges for services and products to fully cover the cost.
- D. In all instances, the client will pay the following:
  - 1. The estimated cost of materials and parts in advance.
  - 2. Any additional cost of parts over and above the estimate prior to receipt of the repaired item.

Refunds will be made to clients if costs of parts were overestimated. However, these can be made only after all vouchers from suppliers are processed and have been approved.

Adopted	12/15/81
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