

February 1, 1958

To: Music Staff  
Via Mr. Ehlers  
From: Music Dept.  
Re: Deposit Cards

PROCEDURE FOR PURCHASE AND DISTRIBUTION

- ①. All <sup>requestion</sup> purchase order will go thru the Registrar before purchases
- ②. All supplies, books music, accessories, etc. to be delivered to Registrar, with invoice.
- ③. All separate inventory is to be kept for each teacher in the music office by the Registrar, noting books bought, kept and sold by respective teachers.
- ④. Books, supplies, etc. will be checked out to the teachers who are then financially responsible for these items.
- ⑤. NO TRANSFERRALS of resale books from teacher to teacher, the procedure will be transferrals from teacher to registrar who will then check out books.
- ⑥. Purchases to be made once a month for the coming month only. It is expected that no "Inventory of Supplies" will be on the shelf for more than two months.
- ⑦. Teachers are responsible financially for books and supplies issued. A financial settlement will be made at the end of the semester.

CONCERNING PAYMENTS OF BOOKS

- ①. A credit card of \$3.00 must be bought by each student at the beginning of each semester and by new students at time of registration.
- ②. These cards may be purchased at the Group Work office and brought back to music school Registrar's office, the registrar in turn will hand over to all teachers who will punch out the amount of sale.
- ③. A triplicate sale-slip will be made out by teacher upon sale of books. Original copy goes to the registrar's office, TRIPLICATE copy to the student and the duplicate copy remains in the sales book until completion of books is made at that time books must be returned to the Registrar.
- ④. A new card must be bought as old ones expire.
- ⑤. In event of student dropping, the unused amount will be refunded.