

**SCHOOL SALES & SERVICES**

The services and products offered for sale through school programs shall be for the purpose of training and educating students and shall not be considered income-producing for the District except school-sponsored fundraising campaigns approved in accordance with district policy. The District shall avoid undue competition with private business.

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

The instructor in charge of the particular program or shop shall be responsible for setting prices or charges. When applicable, the client paying for repair work shall:

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

This money shall go into the general account.

Refunds will be made to customers if costs of parts were overestimated. However, refunds can be made only after all vouchers from suppliers are processed and checks to suppliers and refund checks have been approved by the Board.

**End of McClusky School District #19 Policy HDCA ..... Adopted: May 8, 2018**