Boston Public Schools
Instrumental Instructor Instrument Issue Form

PAYMENT NOTES: _____

_____

_____

Instrumental Instructor_____

School_____**Phone**_____

I have received the following musical equipment for issuance to students. I am responsible for the return of the equipment listed below before the close of the present school year. I am responsible for maintaining complete and accurate records on school sites relating to the instrument program, including a school-based inventory of all instruments in use. If equipment is lost, stolen, damaged, etc. during the school year, I will notify my school's principal; Greg Gazoola, Program Director for the Arts (635-9278); Mark Legault, Instrument Repair Technician (635-8746) and Boston Police immediately.

No instrument will be issued unless proper paperwork and fee has been received.

Instrument	Brand	Serial #	BPS	VH-1	Condition	Student Name	Issue Date	Return Date

The above requirements have been complied with _____Date_____

BPS Instrument Repair Technician's Signature

_____Date_____

Instructor's Signature