***New Guidance on Repairs:***

Please follow the below steps on all instrument repairs.

If the cost is $100 or less, the instrument may be repaired without additional paperwork.

If the cost is $100+ you must go through the following process:

Get a quote from the Vendor (Becker, Rieman Music, or UpTempo ONLY).

Complete a Formsite request with the quote attached

Wait for approval of repair

Email vendor to confirm and begin repairs

Each vendor (Rieman Music, Becker, UpTempo) is aware of these parameters and will adjust their processes of quotes accordingly.

Formsite link: <https://fs8.formsite.com/DMPSchools/InstrumentRepairRequest/index.html>

***Instrument/Resource Requests:***

If you still have students without instruments in their hands, you may request additional inventory to your building. As those items become available, they will be transferred to your building. Once you receive the new item, it must be checked out to a student. You many only request an item if you have a student in need of an instrument.

Formsite link: <https://fs8.formsite.com/DMPSchools/InstrumentInventory/index.html>