
AURORA PUBLIC SCHOOLS
Adopted November 1978
Revised October 1998
Revised October 2007
Revised November 2014

APS Code: DFF

INCOME FROM SCHOOL SALES AND SERVICES

Sales of Service and Products

The services provided and products offered for sale through various instructional programs shall not be considered income-producing for the General Fund. Services and sales covered by this policy are those where the service is performed or product is produced by students as part of a learning activity.

Fees and prices shall be established on a basis of cost of the particular service, including insurance costs, supplies, materials and parts used. Charges, except for required materials and parts, will be waived for secondary students enrolled in the course and nonprofit organizations.

Sale of Homes – Pickens Technical College Building Trades Program

Ordinarily, the Board of Education shall approve, in advance of closing, the minimum price of each home to be sold. If necessary, the Superintendent or designee shall complete all details, including closing on the sale, prior to approval by the Board of Education.

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Sales of Services and Products

The instructor in charge of a particular program or shop shall be responsible for setting prices or charges for services and products produced by students and offered to the public. Fees and charges shall be computed on the basis of cost of the particular product or service, including insurance costs, supplies, materials and parts used. These charges must be approved by a building administrator. Additionally, a fee not to exceed 15 percent of the total amount of the charge for the service and/or products may be charged for a Career and Technical Student Organization (CTSO) fund (applies to Pickens Technical College only).

In all instances:

1. A written estimate of the cost of the repairs specified on a written work order shall be provided to the client by the school in advance of any work being performed;
2. The client shall approve the estimated cost on all repairs in advance of any work being completed; and
3. The client shall pay any additional cost of parts over and above the estimate and the CTSO fee prior to receipt of the repaired item.

Refunds will be made to customers if costs of parts and the CTSO fee were overestimated. However, these refunds can be made only after the work order and voucher for all supplies and materials have been processed through the school business office and approved by a building administrator.

All money received from customers for all sales and services shall be turned in each day to the school business office for deposit in a designated depository.

Sale of Homes – Pickens Technical College Building Trades Program

Homes built by Pickens Technical College students shall be listed for sale by an approved realtor. The Board of Education will enter into a contract with the realtor selected, who shall handle all advertising and other normal sales duties, and coordinate the sale of homes with other realtors.

The selling price of each home will be recommended to the Board of Education by the Superintendent or designee based primarily on a market analysis provided by the listing agent and the

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cost of building the home. It is the intent of the Board that all homes be sold on a competitive basis with similar homes in the area.

The Superintendent of Schools, or designated representative, shall be responsible for meeting District obligations in terms of the sale, warranties, guarantees, closing and other required details of each transaction.