Procedures for Paying for the Use of Allowable Small Appliances
2016/2017

Annual fees will be collected at the beginning of each school year for the classroom use of Fish Tanks and Refrigerators. The fees will help to offset the utility costs related to the use of these devices. The annual fees are:

Fish Tank - $40
Refrigerator - $30

The fees collected should be turned in to the Business Office by September 30. The Building should retain a list of the staff members remitting the fees. It is the responsibility of the Building to monitor the collection of fees and use of these devices.

The following small appliances should NOT be used in the classroom:

Coffeemakers
Toasters
Hot Plates
Personal Supplemental Heaters

NAME	ROOM #	AMOUNT	DATE