

FOR OFFICE USE ONLY

INSTRUMENT: _____ MODEL : _____

MAKE: _____ SERIAL NO: _____

PURCHASE PRICE: £ _____

AMOUNT PAID (CASH/CHEQUE/CC): £ _____ SO Required **Y / N**

PAYING IN SLIP NO: _____ DATE: _____

SUPPLIER : _____

DATE INSTRUMENT ORDERED: _____ ORDER NO: _____

DATE INSTRUMENT RECEIVED: _____ INVOICE NO: _____

DATE INSTRUMENT ISSUED FROM SPA: _____

INSTRUMENT DELIVERED TO SCHOOL BY: _____

STANDING ORDER INFORMATION:

SAP INVOICE NO: _____ AMOUNT: £ _____

PAYMENTS COMMENCE: _____

SIGNATURE OF SUPPORT OFFICER: _____

Staffordshire Performing Arts

Transforming lives through music and dance

INFORMATION FOR PARENTS INSTRUMENT PURCHASE PLAN

The Instrument Purchase Plan enables parents to purchase an instrument without having to pay VAT. Staffordshire Performing Arts can also buy instruments in bulk so the cost is even less. Please note that H.M. Customs have stipulated a number of rules to ensure that the plan is not abused - the rules are given below:

The Rules for Parents

- Instruments can only be issued on this plan if lessons take place in a Staffordshire LEA School
- The lessons must be with a Staffordshire Performing Arts teacher
- The instrument must be portable
- The instrument must be suitable for the students needs
- The instrument must be charged to the person with parental responsibility at the ex VAT cost
- The instrument must be handed over from SPA to the pupil in the designated school

Methods of Payment

- Payment in full by cash/cheque payable to Staffordshire County Council
- Payment by credit card (full amount plus a 4% surcharge)
- Advance payment of £50 followed by four payments in respect of the remaining balance on Standing Order. After the advance payment has been made and the property has been delivered, the title and risk in the goods passes immediately to the debtor.

