

## **Annual Technology Insurance Fee Collection Information/ Instructions**

### **Intent of Annual Technology Insurance Fee:**

The annual insurance fee collected will protect families from the cost responsibility of lost or damaged equipment checked out to students for virtual, classroom, on-line and supplementary learning. It is voluntary fee due at the time of equipment checkout.

### **Bookkeeping Procedures at the Building Level:**

#### *Tracks/Schoolbooks Instructions:*

- Create Category 1 account in Schoolbooks and import to Tracks: GL 1700 – Technology Insurance
- Create the following items in Tracks – not taxed.
  - TECHINS1 – Technology Insurance Full - \$30.00
  - TECHINS2 – Technology Insurance Reduced - \$15.00
  - TECHINS3 – Technology Insurance Waived - \$10.00
- Post Technology Insurance sales to Schoolbooks GL Account 1700
- Remit Category 1 money to District
  - No refunds will be made – remit full amount each month
- Remit a Sales by Item by Customer report from Tracks for the month with your voucher and check

### **Payment methods:**

Parent/Guardians may make payments on MyPaymentsPlus until 09/17/2021. This item will not be eligible for an agree to pay. Otherwise, parents/guardians must make payment in the form of cash, check or credit card payment at the school.

All payments for students enrolled prior to the start of school is 09/17/21.

For students enrolling after 09/17/21, payments must be made within two weeks of enrollment date.