

Budget Assignment

MUSIC 384—Dr. Liske

Due: _____

Instructions:

1. Compile a list of 3 or more names, addresses, web addresses, and phone numbers for vendors who provide equipment and resource materials for elementary music classrooms.
2. Additionally, include the web address, and phone number for purchasing MENC Resources.
3. Develop two annual budgets (\$5,000 and \$500).

First, assume that you have a maximum of \$5000 to purchase equipment for an elementary (K-5) classroom from scratch. You may assume that you do not have to purchase standard classroom items such as furniture and consumables (chalk, paper, etc.). Also assume that you do not need to purchase basal series textbooks, a piano, or a computer.

You do not need to turn in your complete budget. Instead, provide a "purchase order" for each vendor from which you choose to purchase items (make as many copies of the sample purchase order form as you will need).

Under "type" use the following codes:

- E = electronic equipment
- I = instruments
- A = accessories
- M = media (e.g. videotapes and CDs)
- R = teacher resource materials (books, etc.)
- T = texts, music, or other student materials
- O = other

Second, assume that you have a maximum of \$500 to spend. On your purchase orders, place a check mark beside the items you would request.

Helpful Hints:

A file called "Elementary Equipment Catalogs" is available on reserve in the Music Resource Center with recent catalogs from several common suppliers. You are certainly not limited to these catalogs, but you may use the items and prices to develop your budgets.

