

Memorandum

To: All Principals
K-12 Instrumental Music Teachers
Music Teachers with Pianos

From: Jan Spencer de Gutiérrez,
Supervisor of Visual and Performing Arts

Re: Instrument Repair and Piano Tuning Procedures and Vendors

Date: September 9, 2008

Procedures:

1. Teacher or vendor contacts Kathy Mathieu for pre-approval of repair and obtains authorization number.
2. Vendor repairs instrument and provides authorized service.
3. Vendor submits invoice to Kathy Mathieu at 1001 Johnson Parkway referencing authorization number.
4. Kathy submits invoice to the Business Office, payment is made to vendor.
5. **The cost of instrument repairs completed without district pre-approval and authorization number assigned by Kathy Mathieu will be the responsibility of the school.**

Kathy Mathieu

1001 Johnson Parkway
St. Paul, MN 55106
kathleen.mathieu@spps.org
651.793.5504 PH 651.793.5507 FAX

Vendors*	Phone	Repair	Web Site
Haas Musical Instrument Repair	651-631-8820	Instrumental	haasmusic.com
Groth Music	952-884-4772	Instrumental	grothmusic.com
Cadenza Music	651-644-3611	Instrumental	cadenzamusic.com
Cat's Eye Music (Sue Leigh)	651-487-0229	Instrumental	
Dick Moebakken	763-784-7357	Piano	
Excelsis Music Service	612-727-1456	Instrumental	
House of Notes	952-929-0026	Instrumental	
Trestman Music	952-920-8622	Instrumental	trestmanmusic.com/
Paul Hanson	651-777-3730	Piano	
Schmitt Music (Davenport Inst. Repair)	763-569-5180	Instrumental	schmittmusic.com/schoolmusic.htm
John W. Keane (added 8/08)	952-447-4085	Piano & string	

**Other vendors may be used. Fees for repairs may vary from vendor to vendor. For cost effectiveness, please compare repair fees.*