

UPDATED PROCEDURES for PTA LOCK BOXES

- Each campus may have one lock box for their PTA for students and parents to place money and paperwork in. (Other organizations are still not allowed to have a box on campus.)
- The box should be locked at all times and only the PTA should have keys to the box.
- All money must be picked up by a PTA officer on a daily basis.
- **Employees should direct the students to the lockbox but should not handle the money.** (Remember, if an LISD employee collects money, it must be receipted and given to the secretary/bookkeeper for deposit into the district's bank account.)

Each year, each PTA president must sign the attached form indicating that they agree to the procedures listed above and acknowledging that LISD is not responsible for any loss associated with these lock boxes.