

Memorandum

District Office

To: Faculty and Staff

Cc: Troy Hopkins, Garrette Dukette, James Longo

From: Lisa Dyer, Business Manager

I apologize that this change in the Student Activity Process is late in starting this school year. Attached are forms and deposit bags related to Student Activity Funds. First we now have bank bags for you deposits instead of baggies and envelopes. After collecting funds for your activity, field trip, or initiative they should be submitted to the school office to Pam or Suzanne. They will hold them until they are complete and then forward to the District Office, please see attached deposit form. In addition, if you require a check to be cut from the student activity account please use the attached form for those requests. If there is a supervisor of the account, please submit to them first and then the Principal for approval.