

# PAYMENT BOX PROCEDURES



1. All payments must be placed in the provided envelopes.
2. Fill out the envelope completely with student name, amount, and reason for payment.
3. Student account transfer forms do not need to be placed in an envelope.
4. Do not place coins in the box.
5. Check payments are the preferred method of payment.
6. Seal envelope before placing in the drop box.
7. Make sure payment envelope has dropped in box before leaving.
8. Payment box is emptied at the end of each day by the booster treasurers.
9. Do not give any payments or envelopes to directors, staff, or any other students or adults.

**GO PRIDE GO!!!**