

*HAZLEHURST CITY SCHOOL DISTRICT
119 Robert McDaniel Drive
Hazlehurst, MS 39083*

Mr. Cloyd Garth Jr., Superintendent

REQUEST FOR PERMISSION TO COLLECT MONEY

Procedures

- Request permission at least three (3) weeks prior to beginning collection.
- Once permission is granted, Central Office will return a signed copy of the request.
- Money collection may begin on the date listed on the request or the date the signed copy is received, whichever is later.
- All money collected must be turned in to Central Office by 3:45p.m. daily.
 - Money should be organized and ready for deposit.
 - A list of students **must** accompany each deposit.
 - The list should indicated how much each student pays and the type of payment tendered (i.e. check or cash)
- If a disbursement of funds is required for the event, (i.e. registration, entry fees, etc.) the requisition must be turned in at least one (1) week prior to the date the check is required.
- The reconciliation on the bottom of the request must be completed on the last day money is collected and submitted to Central Office.