

## WAIVER OF LIABILITY FOR PTA LOCK BOX

I, \_\_\_\_\_, President of the \_\_\_\_\_ PTA,  
(Print name) (campus)

hereby release the Lewisville Independent School District, its officers and employees, from any and all responsibility, claims, liability or loss arising from PTA obligations. I understand, acknowledge and accept full responsibility for:

- The PTA lockbox where students and parents will be allowed to deposit PTA money and paperwork. I understand that each campus may have one PTA lockbox.
- All PTA monies must be picked up by a PTA officer on a daily basis. No funds will be left in the lockbox overnight.
- The lockbox must remain locked at all times. Only PTA officers will have a key to the box.
- LISD employees will direct students and parents to place their PTA paperwork and money in 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.)

\_\_\_\_\_  
(PTA President's Signature)

\_\_\_\_\_  
(Date)

**\*This form, when signed by the PTA president each year, must be kept on file by the campus secretary.**