



St. Theresa Catholic School
in Memorial Park

PTO Used Uniform Payment Process

When making a payment for Used Uniforms outside a “Used Uniform Sale Event”, please complete a **Used Uniform Slip**, place in an envelope along with payment (cash or check), and drop in the Tuition Drop Box at the School entrance for pick up by the School Finance Office.

Make checks payable to: St Theresa Catholic School

Chairperson: For Used Uniform Sale Events, complete a Deposit Form and submit to School Finance Office along with funds.



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USED UNIFORMS PAYMENT SLIP

Please complete and drop the completed form and payment (cash or check) in an envelope in the Tuition Drop Box in the school entrance.

Name:		Date:
# of Items Purchased:	\$ Amount (Cash or check – circle):	# of Items Exchanged:
Name of Person Receiving Money:	Signature:	Date Money Received:

Accepted by Chairperson:	Date Received:	Date Deposited:
Treasurer:	Date Received:	Date Deposited:
School Office :	Date:	

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