

Hamlin Charter Academy and Hamlin PTA Payment Instructions



All Payments Must Be Turned in Directly to the **PAYMENT DROP BOX** Located in the Main Office!

- Payment must be in an envelope with your student's name, room number and payment date marked on the outside **AND** include any necessary paperwork or forms inside the envelope to clearly indicate what the payment is for.
- All payments for any PTA sponsored sales or events, excluding after school snacks sales, must be paid by personal check, cashier's check or money order **ONLY**. PTA and Hamlin Charter Academy will not be responsible for missing cash payments.
- Payment for **PTA** sponsored events and fundraisers **MUST** be made payable to **HAMLIN PTA**.
- Returned checks will be subject to \$20 returned check fee, in addition to the amount of the original check. Repayment will be by cashier check **ONLY**.
- Your cancelled check is your proof of payment. A paper or email receipt will only be provided if requested at time of payment. Any such receipt will be sent home with your child within (5) business days.
- Hamlin Charter Academy and Hamlin PTA will not be responsible for money turned in to the Parent Center or any school personnel, including teachers.

Hamlin Street Elementary PTA
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www.hamlinpta.com