



# Natchitoches Parish School Board

310 Royal Street P.O. Box 16  
Natchitoches, Louisiana 71458-0016

(318) 352-2358  
FAX (318) 352-8138

DERWOOD DUKE  
Superintendent

JOELLA WILSON  
President

CARROLL DANIELS  
Vice-President

TO: NPSB Employees  
FROM: John Laborde, Director of Business Affairs  
DATE: May 27, 2010  
RE: Sales Tax Check

In the past, those employees receiving a sales tax check have been issued a separate check which was mailed to their home address during July. This July you will receive a sales tax check stub by mail, but your actual check will be automatically deposited into your checking account. We will begin this system this July and continue this practice for future sales tax checks.

This will be the same process as your monthly payroll check. The money is deposited into your personal account at your financial institution and you receive a check stub of money deposited.

The only change for the sales tax check is that it will be automatically deposited into your account. This alleviates the problem of lost or misplaced checks.

The NPSB Accounting Department wishes all of you a safe, relaxing and happy summer!

APPROVED:

Derwood Duke, Ed. D.  
Superintendent