

NSF WRITEOFF PERMISSION

NSF WHITEOUT PERMISSION										
	CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED ?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	5505	10/3/2019	Wendy Britts	\$ 35.00	Art fees	3511	10/23/2019	Yes	Yes	Teacher notified when check was returned, Copy of check sent home with student 10/28/19, Letter from principal mailed 1/24/20
2										
3										
4										
5										
6										
7										
8										
9										
10										

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Attached all documentation on attempts made to collect a payment, must include letters that were sent by principal via email, US Mail or hand-delivered.
Log of phone calls and meetings of attempts by the bookkeeper and principal.



Flaming Island
H.S.

BOOKKEEPER
Sharon Edmond
DATE
4-24-20

PRINCIPAL
Henry S Pittman
DATE
4/24/2020

WELLS FARGO

Check Details

WORLDWIDE SERVICE	
JAMES BRITTS WENDY S BRITTS 406 POLK AVE ORANGE PARK, FL 32065	5505
Pay to the Order of <u>Fleming Island High School</u>	Date <u>10/31/19</u>
<u>thirty-five and xx/100</u>	\$ <u>35.00</u>
 P.O. Box 45085 • Jacksonville, FL 32232-5085	Dollars  Security Features available on back
For <u>Lagen School</u>	

For your security, information like account numbers, signatures, and the ability to view the backs of checks have been removed from the images.

You can see full or partial fronts and backs of the images by using the link at the top of the window.

 Equal Housing Lender

*Sent letter with student
10-28-19*

*Stringer
Art fees*



Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 336-7500

Fax: (904) 336-7478

Thomas E. Pittman

Principal

Rex Knight

Vice Principal

Laurie Burke

Assistant Principal

Christopher Carëlla

Assistant Principal

Tracey Finley

Assistant Principal

January 24, 2020

James and Wendy Britts
406 Polk Avenue
Orange Park, FL 32065

Dear James/Wendy Britts,

This letter is to inform you that check numbered 5505 written by you on October 3, 2019, for the amount of \$35.00, drawn upon Vystar Credit Union, to pay for Art fees for Logan, has been returned for Non Sufficient Funds. We sent a copy of the check with Logan on 10/28/2019 to give to you.

To avoid further action, please bring or send a total of \$35.00 cash to cover the check by February 14, 2020. We will be unable to accept checks from you in the future, so please send cash or money orders.

Thank You,

Thomas Pittman
Principal

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	CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	359	8/14/18	Michael Rossow	\$ 90.00	spirit pack football	1101	8/20/2018	yes	yes	phone calls to full mailbox and letters sent
2	1042	8/16/18	Jennifer Wicker	\$20.00	PE clothes	1161	8/24/18	yes	yes	letters sent, no good phone number
3	701	11/14/18	Scott Roark	\$35.00	HOSA	3205	11/30/2018	yes	yes	letters sent, left messages
4										
5										
6										
7										

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND SUBMIT THE ABOVE TO THE CLAY COUNTY SCHOOL BOARD IN ACCORDANCE WITH CHAPTER EIGHT (SCHOOL INTERNAL FUNDS) OF THE FINANCIAL AND PROGRAM COST ACCOUNTING REPORTING OF THE FLORIDA SCHOOLS MANUAL (THE RED BOOK) WHICH REQUIRES UNDER SECTION III 1.6(B) THAT A CHECK CAN BE DECLARED UNCOLLECTIBLE AND WRITTEN OFF THE BOOKS ONLY BY ACTION OF THE SCHOOL BOARD. THEREFORE, I AM REQUESTING THAT PERMISSION BE GRANTED TO WRITE OFF THE THE ABOVE CHECKS.

Clay H.S.

Julian 5-29-20
BOOKKEEPER DATE

W. D. Dicks 6-1-20
PRINCIPAL DATE

Date	Name	Amount	Account	Status
8/20/18	Rossow	\$90.00	Football	Outstanding
8/24/18	Wicker	\$20.00	PE clothes	Outstanding
12/5/19	Roark	\$35.00	HOSA	Outstanding
		\$145.00		



Kirk, Mary <mary.kirk@myoneclay.net>

Re: NSF

1 message

Dicks, Wesley <wesley.dicks@myoneclay.net>
To: "Kirk, Mary" <mary.kirk@myoneclay.net>

Mon, Jun 29, 2020 at 10:00 AM

Clay High School does not have backup documentation for the NSF Checks since 2018 and have been found to be uncollectible. We are requesting that the board write them off.

Sincerely,



W. Cary Dicks
CHS PRINCIPAL, SENIOR HIGH
CHS
Clay County District Schools
extension 6 7183 | dept number 904-336-7175 | email wesley.dicks@myoneclay.net



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This Email Is Not An Acceptable Offer And Doesn't Evidence Any Intention By The Sender To Enter Into A Contract.

On Mon, Jun 29, 2020 at 7:16 AM Kirk, Mary <mary.kirk@myoneclay.net> wrote:

Jennifer,

Please have Mr. Dicks sent an email over ASAP, to state that you do not have any backup documentation for the NSF check but since they are from 2018 you find that they are uncollectible and you would like to submit to the board for write off.

I have to get it on the agenda today.

If you have any questions or need clarification, please do not hesitate to contact me.

Thank you!



Mary Kay Kirk
Internal Accounts Coordinator
BAF
Clay County District Schools
| extension 6 6746 | dept number 904-336-6746 | email mary.kirk@myoneclay.net



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