

NSF WRITEOFF 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 1029	6-6-18	Sporty Thigpen	\$20.00	Yearbook	3700	6-12-18	yes	NO	phone call 2 letter from principal
2 3393	4-30-18	Mandy Nason	\$22.00	field trip	3104	5-9-18	yes	NO	parent call 2 letter from principal
3 1121	11-29-18	Amanda Fenrel	\$25.00	field trip	2000	12-12-18	yes	NO	parent letter 2 call from principal
4 1523	10-15-19	Jennifer Milton	\$20.50	field trip	3100	10-23-2019	yes	yes	left message with mother
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.

Shannan Magrino
BOOKKEEPER
DATE 1/14/2020

Rindsay Johnson
PRINCIPAL
DATE 1/14/2020

Milton 10/12/19
Field Trip

Milton

COPY

Date	Time	Outcome
10/20/19	8:47	left message
10/20/19	-	letter sent home
12/19/19	11:20	voicemail full
12/19/19	-	sent home letter
1/12/20	9:30	voicemail full
1/12/20		sent home letter
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COPY

Clay Hill Elementary School

6345 CR 218 West

Jacksonville, Florida 32234

Main Office (904) 336-0775 Fax 336-0777

December 9, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

COPY

Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234
Main Office (904) 336-0775 Fax 336-0777

January 27, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

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6345 CR 218 West

Jacksonville, Florida 32234

Main Office (904) 336-0775 Fax 336-0777

October 30, 2019

Mrs. Milton,

It is my duty to inform you that a check, numbered 1523, issued by you on October 15, 2019, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.50. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

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Sincerely,



Adele Reed
Principal

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6345 CR 218 West

Jacksonville, Florida 32234

Main Office (904) 336-0775 Fax 336-0777

June 11, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

Please call the bookkeeper, Mrs. Nazario, at (904) 336-0783 or come to the school Monday-Thursday between the hours of 8am and 4pm to make payment arrangements or pay in full.

Sincerely,



Adele Reed
Principal

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September 10, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

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Sincerely,



Adele Reed
Principal

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6345 CR 218 West

Jacksonville, Florida 32234

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December 3, 2018

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$32.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

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Sincerely,



Adele Reed
Principal

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May 20, 2019

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

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Sincerely,



Adele Reed
Principal

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November 15, 2019

Ms. Nason,

It is my duty to inform you that a check, numbered 3393, issued by you on April 30, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

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Adele Reed
Principal

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COPY

December 17, 2018

Ms. Fennell,

It is my duty to inform you that a check, numbered 1121, issued by you on November 29, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a field trip, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$25.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

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Sincerely,



Adele Reed
Principal

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May 20, 2019

Ms. Fennell,

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Sincerely,



Adele Reed
Principal

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November 15, 2019

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Sincerely,



Adele Reed
Principal

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January 27, 2020

Ms. Fennell,

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Sincerely,



Adele Reed
Principal

family Thigpen
check # 1029 \$20 ~ yearbook

Thigpen

Date	Time	Outcome
5/18/18	11:30	left message
5/18/18		sent home letter
8/11/18	10:19	phone not working
8/11/18		sent home letter
/ /		student withdrew from CHE
12/13/18		sent home letter
12/13/18		phone still not working
5/20/19		letter mailed home
11/15/19		letter mailed home letter sent back
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June 18, 2018

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

Pursuant to Florida law, you have 7 days from the receipt of this notice to tender payment in the full amount of the check, \$20.00. Unless this amount is paid in full within the 7 days, the hold of such check may turn over to the dishonored check and all other available information relating to this incident to the State Attorney.

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Sincerely,



Adele Reed
Principal

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August 1, 2018

Mrs. Thigpen,

It is my duty to inform you that a check, numbered 1029, issued by you on June 6, 2018, drawn upon Wells Fargo, and payable to Clay Hill Elementary for payment of a yearbook, has been dishonored.

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Adele Reed
Principal

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December 3, 2018


Mrs. Thigpen,

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Adele Reed
Principal

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May 20, 2019

Mrs. Thigpen,

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Adele Reed
Principal