

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	10/15/2019	Jennifer Milton	\$ 20.50	Field Trip	3100	10/23/2019	Yes	Yes	Letters sent home signed by Principal 10/23, 12/2, 1/22 and 3/9. Phone attempts 10/23 & 10/24- voicemail, 10/28 & 12/2 phone not working. 11/18 - Parent shared with secretary they were being evicted from current residence.
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3									
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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 or attempts by the bookkeeper and principal.

Annmaria Gaudio
BOOKKEEPER

5/11/20
DATE

Andrew Reid
PRINCIPAL

5/11/20
DATE

COPY

Clay Hill Elementary School

6345 CR 218 West

Jacksonville, Florida 32234

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

October 23, 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

December 2, 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 22, 2020

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

March 9, 2020

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

JENNIFER MILTON
 3100 Field Trip
 CK # 1523

Date	Time	Outcome
10/23/20	1:12	VOLUNTEER
10/24/20	9:28	VOLUNTEER
10/28/20	12:30	PHONE NOT WORKING
11/18/20	11:10	SAID IN PERSON. SAID FAMILY BEING EVICTED
12/12/20	9:06	PHONE NOT WORKING
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		

Sharon Chapman
 Field Trip