

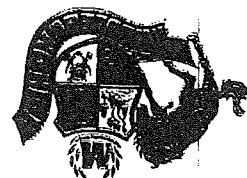
# NSF WRITEOFF PERMISSION

	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	0001	8/13/18	Ward	\$ 200.00	Clothes	1101	9/4/18	yes	NO	letter mailed - student never Summer
2										
3										
4										
5										
6										
7										

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. ATTACH COPY OF EACH CHECK SHOWN ABOVE.

BOOKKEEPER Ami Torgu DATE 8/13/19

PRINCIPAL rene DATE 8/13/19



# MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 336-8075

Fax: (904) 336-8077

Roger Dailey  
Principal

Justin Williams  
Vice Principal

Stephanie Palmer  
Assistant Principal

Scott Thomas  
Assistant Principal

W. Alan Powers  
Athletic Director

10/1/18

Willie Ward

Your check #0001 dated 8/13/18 for \$ 200.00 was returned for insufficient funds 2 times.  
I believe you received fanclath merchandise for this through football.

Please send cash in to the bookkeeper by October 15, 2018 to avoid your students name going on the debt list  
and not being allowed to participate in activities.


Sincerely,

Roger Dailey  
Principal

# WES 0491 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	101	3/31/14	Vallie Brown	\$25.00	Pictures	6150	4/7/14	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
2	2814	3/30/15	Linda Fulford	\$55.00	Fundraiser	3128	4/8/15	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
3	1002	4/8/16	William Mabry	\$20.00	Pre-k Promotion Pictures	3080	4/26/16	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
4	1060	5/2/16	Melody Wood	\$18.00	Book Fair	5100	6/10/16	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
5	211	9/28/16	Janet Barker	\$18.00	Book Fair	5100	10/3/16	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
6	212	9/28/16	Janet Barker	\$21.50	Book Fair	5100	10/3/16	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
7	213	9/28/16	Janet Barker	\$31.75	Fundraiser	5100	10/17/16	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
8	1022	3/17/17	Angel Ryder	\$20.00	Yearbook	3700	3/28/17	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
9	1023	3/17/17	Angel Ryder	\$20.00	Yearbook	3700	3/28/17	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
10	1016	9/29/17	Middle Alley	\$19.24	Book Fair	5100	10/10/17	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal
11	1116	9/29/17	Carle Reagan	\$10.68	Book Fair	5100	10/16/17	Yes	Phone Calls, Letter from Bookkeeper, Letter from Principal

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 ABOVE CHECKS.


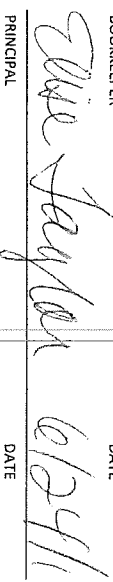
BOOKKEEPER  DATE 7/15/19

PRINCIPAL  DATE 7/15/19

# 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	153	9-11-15	T. Sanford	\$10.00	T-shirt	5/100	9-30-15	ITEM	NO	NUMEROUS LETTERS / PHONE CALLS
2										
3										
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.

  
 BOOKKEEPER  
 DATE 6/24/19  
  
 PRINCIPAL  
 DATE 6/24/19

# S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073

(904) 213-3021

sbj.oneclay.net

Fax: (904) 213-3014

Mrs. Tiffany Outman  
Principal

Mrs. Carolyn Hayward  
Assistant Principal

Mrs. Samford

The check that you submitted to S. Bryan Jennings Elementary has not been honored by your financial institution. Check # 153 in the amount of \$10.00 was returned on September 30, 2015. Please remit this payment in cash to the school within 10 days and no further fees will be assessed and your check writing privileges will continue. We understand that things sometimes happen and are happy to work with you.

Thank You

Jennifer Weseman

Bookkeeper

S. Bryan Jennings Elementary