



Addison G. Davis
Superintendent of Schools

SCHOOL BOARD OF CLAY COUNTY

Center for Adult & Community Education

2306 Kingsley Avenue Bldg 17

Orange Park, Florida 32073

PHONE 904/336-4450 FAX 904/336-4465

Supervisor
Shannah Kosek
M.Ed.

Testing Specialist
Gary Smith

Career Specialist
Rachel Walker

**Full-time GED
Instructors**
Jennifer Madaychik
Kristi Demers

2/23/2017

Sonya Finley
Director of Business Affairs
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Dear Ms. Findley,

Please accept this letter to establish a petty cash fund for the amount of \$200.00. The petty cash fund will be used to purchase impromptu expenses such as food items, paper goods, and other miscellaneous items which are not available through the warehouse.

The budget line for our petty cash fund is 0100.5400.0510.9008.1446

Thank you for your consideration,

Shannah Kosek
Supervisor