

CLAY HIGH SCHOOL

2025 Highway 16 West - Green Cove Springs, FL 32043

Phone (904) 529-3000 - Fax (904) 529-3214

Peter J. McCabe, Principal
Cary Dicks, Assistant Principal



William M. Knowles, Vice Principal
Deborah L. Segreto, Assistant Principal

January 24, 2006

Business Affairs Division
Clay County School Board

Clay High School is requesting permission to write off the following dishonored checks:

Maker: Rita W. Snipes
Check No: 1162
Date: 4/19/05
Amount: \$25.00

Maker: Theresa Jackson
Check No: 1021
Date: 6/22/05
Amount: \$60.00

Collection attempts: Notified by certified mail

Sincerely,

A handwritten signature in cursive script that reads "Debbie McDonald".

Debbie McDonald
Bookkeeper



Lake Asbury Junior High School

Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043

Telephone 904-291-5582 Fax - 904-291-5593 <http://www.clay.k12.fl.us/LAJH>



Ed Paulk, Principal

Ozro May
Vice Principal

Christina Cornwell
Assistant Principal

January 17, 2006

Honorable Members
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Dear School Board Members:

Enclosed please find a copy of check number 516 for \$60.00 drawn on the Compass Bank and written by Hope Chesser for payment for a P.E. uniform.

I have tried to contact Ms. Chesser by calling all of the numbers on our records, and all have either been disconnected or are non-working numbers. I also phoned her bank more than one time and was told that there was still insufficient funds to cover the check.

On September 13, 2005 a certified letter was mailed to Ms. Chesser. She signed the receipt on September 17, and has never made any attempts to contact me about this check.

Today I tried one more time to check with her bank regarding funds availability, and I was told the account has been closed.

I am now requesting that you give me permission to write this check off my internal accounts as uncollectable.

Thank you for you consideration of this matter.

Sincerely,

Bonnie Newman
Bookkeeper, LAJH

Approved: _____

Ed Paulk, Principal

encl: 3

cc: Sonja Findley, Mgt Acct, CCSB

Doctors Inlet Elementary School

Larry G. Davis
Principal
Maureen Yelverton
Assistant Principal



MUSTANGS

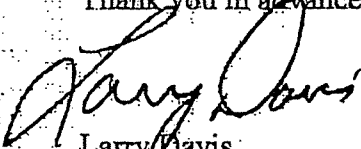
2634 County Road 220
Middleburg, Florida 32068
(904) 213-3000
Fax: (904) 213-3011
Email: ldavis@may.clay.k12.fl.us

February 6, 2006

Clay County School Board

This letter is a formal request to write off non sufficient fund checks for Doctors Inlet Elementary School.

Thank you in advance for this consideration.


Larry Davis
Principal