

# KEYSTONE HEIGHTS ELEMENTARY SCHOOL

"Where Every Kid Is A Winner"

MARY S. MIMBS  
Principal


PEGGY MORRISSEY  
Assistant Principal



MELBA JOHNSON  
Guidance Counselor

JACQUELYN WELCH  
Guidance Counselor

TO: Roni Campbell  
Accounting Coordinator

FROM: Mary S. Mimbs   
Principal

DATE: May 30, 2006

RE: Write Off of NSF Checks

Keystone Heights Elementary School (0301) would like to request **"Write Off of NSF Checks"** as indicated below. The total amount of the write off request is **\$44.75**. A copy of each check is enclosed for your convenience.

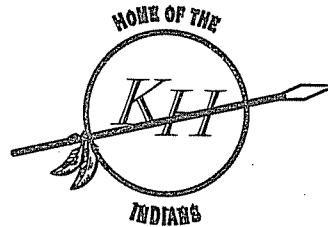
NAME	DATE OF RETURN	REASON FOR RETURN	\$ AMT.	LEDGER ACCOUNT NUMBER	DATE OF RE-DEPOSIT	CHECK OR CASH	COMMENTS
1. Dana C. Hoffman Check #1168	11/21/04	Acct. Closed	\$5.95	---			Letter
2. Alisa Edwards Check #1125	04/25/05	NSF	\$28.00	3104			Letter
3. Jason Spencer Check #1127	04/25/05	NSF	\$10.80	3900			Letter

Thank you in advance for your consideration of our request.

MSM/ngg

# KEYSTONE HEIGHTS JR.-SR. HIGH SCHOOL

"An Equal Opportunity Employer"



**DR. SUSAN SAILOR**  
PRINCIPAL

**JOHN CHAPPELL**  
VICE-PRINCIPAL

**JANIE K. PHILLIPS**  
ASST. PRINCIPAL

**JACKIE CORY**  
ASST. PRINCIPAL

May 22, 2006

900 S. W. ORCHID  
AVENUE

KEYSTONE HEIGHTS  
FLORIDA  
32656

PHONE:  
(352) 473-2761

FAX:  
(352) 473-5920

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

To Whom It May Concern:

Keystone Heights High School is requesting permission to write off the NSF checks listed below. Procedures used for collection on these checks included phone calls (when available numbers worked), letters sent through the U.S. mail service and also sent with students, and running the checks through the bank two times.

Christine Winter	12.00
Ana Gonzalez	18.00
Crystal Walker	40.00 and 25.00
Veronika Newman	26.00 (no ph.# listed, Ft. White address)
John/Sarah Ragsdale	50.00 (from Jacksonville, account closed)

We appreciate your assistance with this matter.

Sincerely,

Susan Sailor

**Campbell, Roni**

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**From:** Whiddon, Angela  
**Sent:** Tuesday, May 23, 2006 12:46 PM  
**To:** Campbell, Roni  
**Subject:** FW: Bad Checks

Please write this check off. The student has moved.

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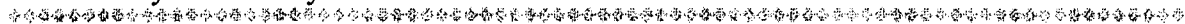
**From:** Rodgers, Wendy  
**Sent:** Tuesday, May 23, 2006 12:37 PM  
**To:** Whiddon, Angela  
**Subject:** Bad Checks

**I need to write off a NSF check. The check is from Lisa McDaniel, check number 272. This check has been deposited twice. I spoke to Ms. McDaniel herself to bring in the cash. I never received the cash. They moved out of town. I will forward a copy of the Check to Roni Campbell.**

**Could you please forward this email to Roni with your approval!**

**Thank you!**

Wendy Rodgers  
Principal's Secretary  
W.E. Cherry Elementary



# Wilkinson Elementary School

4965 County Road 218  
Middleburg, FL. 32068  
Phone 904-291-5420 Fax 904-291-5425

*Denise Adams,*  
Principal

*Jeff Umbaugh*  
Assistant Principal

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Roni Campbell  
Coordinator of Accounting and Internal Accounts  
Business Affairs Division  
Clay County School District

Dear Roni,

We are requesting the following NSF checks be written off. Several attempts such as phone calls and letters have been made to collect on these checks.

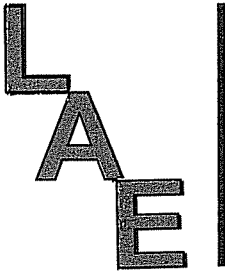
<u>Check amount</u>	<u>Name</u>	<u>Date</u>
\$12.00	Iris Kerr	Aug. 24, 2005
\$7.00	Heather Lupo	Aug. 25, 2005
\$50.00	Robin Lee	Aug. 19, 2005
\$1.00	Stephanie Shaver	Aug. 19, 2005
\$48.00	April Zarzycki	Nov. 28, 2005
\$20.00	Julie Ware	Jan. 6, 2006
\$36.00	Donald Dean	March 21, 2006
\$50.00	Susan Gaston	March 13, 2006
\$12.00	Cecelia Trowbridge	March 20, 2006

Thank you for your consideration in this matter.

Sincerely,



Denise Adams, Principal



# Lake Asbury Elementary School

2901 Sandridge Road  
Green Cove Springs, Florida 32043

Main Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443

Fax Number: 291-5444



Dale R. Eichhorn  
PRINCIPAL

May 31, 2006

Ryan Widdowson  
ASSISTANT PRINCIPAL

Clay County School Board  
900 Walnut Street  
Green Cove Springs, Fl 32043

Dear Chairman,

I would like permission to write-off dishonored checks from the Lake Asbury Elementary Internal Accounts from the 2004-2005 school year as follows:

1. Check #1089 received from Mary Barfield in the amount of \$1.50 issued for pizza.
2. Check #814 received from Adeleane Dixon in the amount of \$10.00 issued for a recorder and book.
3. Check #140 received from Lisa Blanchard in the amount of \$20.00 issued for an entertainment book.
4. Check #178 received from Artis Hudnall in the amount of \$20.00 issued for an entertainment book.
5. Checks #510, 511 and 512 received from Shalon Yelkin in the amount of \$28.00 issued for field trips.
6. Check #533 received from Jo McCart in the amount of \$9.09 issued for the book fair.

The bookkeeper has made numerous attempts to collect and was unsuccessful.

Sincerely,

Dale R. Eichhorn  
Principal

