

Grove Park Elementary School

Where Great Minds Come To Grow!



1643 Miller Street

Orange Park, FL 32073

Main Office: 278-2010 Fax Number: 278-2015

Lynda Braxton
Principal

Anthony Bradley
Assistant Principal

September 4, 2008

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

Dear Ms. Findley,

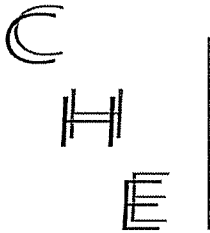
Please accept this letter to establish a petty cash fund for the amount of \$100.00 for Ms. Charalambous' VPK classroom. The petty cash fund will be used to purchase impromptu expenses such as food items, art supplies, photo supplies, paper goods and other miscellaneous items which are not available through the warehouse.

The budget line for our petty cash fund is 0100.5500.0510.0232. Project # 1459.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Lynda C. Braxton".

Lynda C. Braxton
Principal



Clay Hill Elementary School

6345 CR 218 West
Jacksonville, Florida 32234



Main Office: 289-7193 ☐ Fax: 289-9667 ☐ Guidance: 289-9947 ☐ Clinic: 289-9163 ☐ Cafeteria: 289-7954

Evelyn Chastain
Principal

www.clay.k12.fl.us/che

Bonnie Barker
Assistant Principal

September 25, 2008

Sonya Findley
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 \$ 300.00. The petty cash fund will be used to purchase impromptu expenses such as food items, art supplies, photo supplies, paper goods and other miscellaneous items which are not available through the warehouse.

The budget line for our petty cash fund is 0100.5100.0510.0411.Project 0000.

Thank you for your consideration,

Evelyn Chastain
Principal