



Timothy S. Wyrosdick
Superintendent of Schools

M. Susan McCole, CPA
Assistant Superintendent for Finance

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June 25, 2013

TO: Mr. Tim Wyrosdick, Superintendent of Schools
Board Members

FROM: M. Susan McCole, Assistant Superintendent of Finance

RE: Increase in travel cap

I would like to request an increase in the travel cap for Chuck Welch, Computer Support Supervisor, in the amount of \$532.70. With the technology upgrades the District is experiencing, there has been an increase in travel to the schools in order to meet their needs for assistance. Your approval of this request is very much appreciated.

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