



Tim S. Wyrosdick
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TO: Superintendent Wyrosdick and School Board Members

DATE: April 24, 2012

RE: Internal Funds New Bank Account for Santa Rosa Adult School

Santa Rosa Adult School has requested the opening of a new internal funds bank account at United Bank. In the past, Locklin Technical School has graciously provided the Adult School with internal funds account service. Since the Adult School is now required to charge tuition from the adult students and the volume of collected funds has increased, it is imperative that the Adult School handles these funds and this new bank account be established. The check signer positions requested are as follows: Principal, Counselor, and Bookkeeper. Your approval for the establishment of the new bank account and check signer positions is requested. Thank you.

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DISTRICT 2

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