



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

DATE: October 23, 2014

RE: Internal Funds Checker Signer Position Change for ESE Department

It has been requested that a check signer position be modified for the ESE Department's internal funds bank account. The formerly approved position, Coordinator, has been replaced by the job position of Deputy Director. After this change, the approved check signer positions for the ESE Department will be Director, Deputy Director, Bookkeeper, and Bookkeeper Assistant. Your approval of adding the position of Deputy Director as an authorized signer and removing the position of Coordinator would be greatly appreciated.

Thank you.

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DISTRICT 1

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DISTRICT 2

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