



SANTA ROSA
COUNTY
DISTRICT
SCHOOLS

Timothy S. Wyrosdick
Superintendent of Schools

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TO: Superintendent Tim Wyrosdick and Board Members

DATE: June 11, 2015

RE: Internal Funds Check Signer Position Addition for Bagdad Elementary School

It has been requested that a check signer position be added for the internal funds bank account for Bagdad Elementary School. The following check signer position will be added as an authorized signer: Assistant Principal. After this change, the approved check signer positions will be Principal, Assistant Principal, Guidance Counselor, Bookkeeper, and Secretary. Only four of these positions will be check signers at one time. Your approval for this change is requested. Thank you.

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