



SANTA ROSA
COUNTY
DISTRICT
SCHOOLS

Tim S. Wyrosdick
Superintendent of
Schools

Brenda Musca

Accountant I

5086 Canal Street
Milton, Florida 32570-6706

Phone: 850/983-5017

E-mail: Muscab@santarosa.k12.fl.us

TO: Superintendent Wyrosdick and School Board Members

DATE: July 19, 2018

FROM: Brenda Musca
Finance Department

RE: Internal Funds Check Signer Position for the Santa Rosa Adult School

It is being requested that the position of Assistant Principal be added as a check signer for the Santa Rosa Adult School's internal funds account. After this addition, the approved check signer positions for this school will be Principal, Assistant Principal, Counselor and Bookkeeper. At any given time there will not be more than 4 authorized check signers listed on the account. Your approval of adding the the position of Assistant Principal as an authorized check signer would be greatly appreciated.

Thank you.

DIANE SCOTT
DISTRICT 1

CLIFTON L HINOTE
DISTRICT 2

BOARD MEMBERS
CAROL BOSTON
DISTRICT 3

JENNIFER GRANSE
DISTRICT 4

SCOTT PEDEN
DISTRICT 5