



Tim S. Wyrosdick
Superintendent of
Schools

Brenda Musca

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TO: Superintendent Wyrosdick and School Board Members

DATE: July 12, 2019

FROM: Brenda Musca
Finance Department

RE: Internal Funds Check Signer Position for Bennett Russell Elementary

It is being requested that the position of Paraprofessional be added as a check signer for the Bennett Russell Elementary internal funds account. After this addition, the approved check signer positions for this school will be Principal, Assistant Principal, Bookkeeper, Data Clerk and Paraprofessional. 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 Paraprofessional as an authorized check signer would be greatly appreciated.

Thank you.

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