

To: Jackson Zimmermann
Fiscal Services

From: Wanda Martin *wym*
Stone-Robinson Elementary

Date: March 6, 2009

Re: Checks

Enclosed are checks for Stone-Robinson Elementary from an event held at Topeka's Steak House. The two smaller individual checks need to be deposited for cost center code 1-2210-61101-601300 (since they are dated November 2008)! The one from Topeka's needs to be presented before the school board as a donation, then it needs to be credited to the same cost center code 1-2210-61101-601300. These checks total 1,100.00 of which 550.00 will go to Children, Youth and Family Services to help cover summer camp scholarships. I will receive an invoice from the above organization and will process the necessary paperwork for them to get their portion of the donation. The monies kept for Stone-Robinson will be used for the Health Fair. Any questions, please call.