

Kimberly Rhodes

From: Janet Whitmore
Sent: Wednesday, September 19, 2012 6:25 PM
To: Kimberly Rhodes
Subject: RE: Donation of Keyboard

Morning Kimberly,

Thanks for your help with this paperwork. I hope that I have included all information necessary.

The following has been donated to the Monticello High School Chamber Music Class:

- ☐ Name of individual: Craig and Elizabeth Hanson
- ☐ Address of individual: 1450 Old Ballard Rd. / Charlottesville, VA 22901
- ☐ Description of donated property:
 1. Yamaha Keyboard Type: DGX-202 / Portable Grand / condition: excellent
 2. Stand for keyboard
 3. Bench for keyboard
- ☐ If the donation is to be used specifically, please state where the property will be used: Chamber Music Class / Monticello High School

*Janet Whitmore
Chorus and Chamber Music Director
Monticello High School
1400 Independence Way
Charlottesville, VA 22902
Office: 434-244-3107*

*"Music is the voice that tells us that the human race is greater than it knows."
Napoleon Bonaparte*

From: Kimberly Rhodes
Sent: Wednesday, September 19, 2012 11:48 AM
To: Janet Whitmore
Subject: Donation of Keyboard

Janet,

I am going to attach the procedures on handling a donation. There is a specific section for property donations.

Please feel free to respond with any questions you may have.

Kimberly Rhodes

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