

Alissa Lockwood  
Principal

Garrie Woods  
Assistant Principal



# MT. COMFORT ELEMENTARY SCHOOL



Madison Steele  
School Counselor

Engage, Educate, & Empower Today's Students

May 1, 2023

Mt. Vernon Community School Corporation  
School Board  
1806 W State Road 234  
Fortville, IN 46040

RE: Cash Drawers

We request the following cash drawers be available during the 2020-2021 school year at Mt. Comfort Elementary School:

Bookstore  
Petty Cash  
Library Book Fairs

We will attempt to keep a maximum of \$150.00 total in these cash drawers when they are in use during the school year.

Thank you for your consideration.

Sincerely,

Teresa E. McGow-Russell  
Treasurer/Secretary  
Mt. Comfort Elementary School