

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 89

Administration Center
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To Whom It May Concern:

This letter is to document that CCSD89 has an electric cello that is being considered for disposal. After reviewing the available records and inspecting the instrument, we have been unable to locate an asset tag, serial number, or purchase order information associated with this item.

Due to the lack of identifying information and available purchase documentation, the original purchase date, cost, and asset record cannot be verified.

Please accept this letter and the photographs below as documentation of the information currently available regarding the electric cello and the CCSD89's intent to dispose of the instrument in accordance with applicable district policies and procedures.

Sincerely,

Courtney Campbell-Czerwinski
Board Secretary
Community Consolidated School District 89



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