



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

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Memorandum

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To: Kent Mutchler, Superintendent  
CC: Board of Education  
From: Donna Oberg, Assistant Superintendent – Business Services  
Date: February 5, 2014  
Re: Gifts, Grants and Bequests

In accordance with policy 7230, all gifts, grants or bequests having a value of more than \$500.00 shall be accepted by the Board of Education.

Attached is a purchase for 2 Smart Boards approved by the Western Avenue School PTO for purchase at Western Avenue School.

Please ask the Board of Education at its regularly scheduled meeting on Monday, February 10, 2014, to accept the donation from the Western Avenue School PTO.