



# Memo

To: Deborah Ottmers, Chief Financial Officer

From: Celeste Potter, Education Foundation

Date: May 4, 2021

Re: Donation

Message:

The Education Foundation Board of Directors has committed to donating \$50,000/year for 3 years to ECISD to cover new costs surrounding the ECISD Grant Writer position. This donation will be disbursed in quarterly installments of \$12,500/each.

Enclosed is check# 2914 which is the Foundation's second installment for 2021.

Any unused funds should be returned to the Education Foundation.





Education Foundation of Odessa, Inc.

P.O. Box 951  
Odessa, TX 79760  
(432) 456-7059  
www.educationfoundationodessa.org

Prosperity Bank  
620 N. Grant  
Odessa, TX 79761  
88-2258/1113

2914

5/3/2021

PAY TO THE ORDER OF Ector County ISD

\$\*\*12,500.00

Twelve Thousand Five Hundred and 00/100 \*\*\*\*\* DOLLARS

PROTECTED AGAINST FRAUD



Ector County ISD  
Finance Department  
P.O. Box 3912  
Odessa, Texas 79760

*[Handwritten Signature]*  
*[Handwritten Name]*

MEMO Donation - Grant Writer

⑆111322583⑆ 10080411⑆ 2914

Education Foundation of Odessa, Inc.

Ector County ISD

5/3/2021

2914

Installment 2 of 4 (2021)  
Donation for ECISD Grant Writer Salary

12,500.00

199-00-5744-00-705/

*[Handwritten: Done 5/15/21]*

Prosperity Bank Chec Donation - Grant Writer

12,500.00

Details on Back Intuit® CheckLock™ Secure Check