



Geneva Community Unit School District 304
Donna V. Oberg - Assistant Superintendent - Business Services
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Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: August 21, 2013

Re: Disposition of Vehicle

I have attached a copy of the Bill of Sale for the purchase of the District owned 2006 Ford Freestar.

Per the Superintendent contract for FY 2013-2014, Dr. Kent Mutchler will be purchasing this vehicle for his personal use. He will pay the District fair market value for the vehicle and will make installment payments over 24 months, beginning September 2013 and ending August 2015.

It is my recommendation to approve the sale of the 2006 Ford Freestar.