



## Memorandum

Date: June 8, 2026

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services  
Prepared by Ronda Thornburg, Executive Secretary

Subject: Gift Donation

Donor	Gift	Recipient	Value
Chuck West	Wooden Business Desk	PHS Drama Program	\$500

A letter of appreciation will be sent to each donor.