



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

227 North Fourth Street, Geneva, IL 60134

Phone: (630) 463-3030 Fax: (630) 463-3031

E-mail - [doberg@geneva304.org](mailto:doberg@geneva304.org)

### Memorandum

---

To: Kent Mutchler, Superintendent  
CC: Board of Education  
From: Donna Oberg, Assistant Superintendent – Business Services  
Date: April 8, 2013  
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.

A donation was received from a Heartland Elementary parent in the amount of \$500. The donation will be used toward the purchase of books for the Literacy Closet at Heartland Elementary School.

Please ask the Board of Education at its regularly scheduled meeting on Monday, April 8, 2013, to accept this donation.