



Geneva Community Unit School District 304

Business Services Office
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Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education
From: Todd Latham, Coordinator of Business Services
Date: January 8, 2019
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.

The following foundation/company donated to Western Avenue School PTO.

The donor is The Buchanan Family Foundation of Lake Forest, IL

The total donation value is \$10,000

Please ask the Board of Education at its regularly scheduled meeting on Monday, January 14, 2019 to accept these donations.