

## MEMORANDUM

**DATE:** December 16, 2020

**TO:** Daniel Combs

**FROM:** Erica Price

**SUBJ:** Redirection of Funds

The Career and Technical Department is experiencing a need for more funds to go towards Instruction – Salaries and anticipated additional costs of certifications this year.

From: 199 36 6412 0000 999 22 0 581 0 – Extracurricular Student Travel Account - \$30,000.00

Justification – Due to COVID 19 we will not have as many extracurricular travel expenses this school year.

To: 199 11 6129 0000 999 22 0 581 0 – Instructional Salaries Account - \$15,000.00

To: 199 11 6399 0000 999 22 0 581 0 – Instructional General Supplies Account - \$15,000.00

Thank you for your consideration and continued support of our CTE programs.

Erica Price

CTE Director