



Patricia Alaimalo <palaimalo@encorehighschool.com>

Preapproval for reimbursement

Patricia Alaimalo <palaimalo@encorehighschool.com>

Thu, Oct 26, 2023 at 2:09 PM

To: Sabrina Bow <sbow@encorehighschool.com>

Cc: Chandale Sutton <csutton@encoreedcorp.com>, "St. Claire Adriaan" <sadriaan@encorehighschool.com>

Dr. Bow,

I authorize approval for this purchase and will forward your reimbursement request to the board for final approval once submitted.

On Thu, Oct 26, 2023 at 1:56 PM Sabrina Bow <sbow@encorehighschool.com> wrote:

I am requesting preapproval for reimbursement of up to \$600 (six hundred dollars) to purchase candy for enrollment marketing purposes. This candy will be used at tomorrow's, Cottonwood Elementary School event and Saturday's Hesperia Lake trunk or treat event.

SABRINA BOW, Ed.D.
Executive Director
Encore Jr. & Sr. HS for the Arts

~sent from my mobile~

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Patricia Alaimalo

Director of Operations & Finance

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