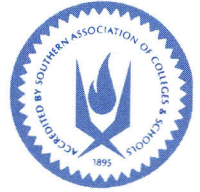


Home of the "Cougars"

Hillcrest Elementary School

605 South Main, Troy, Tennessee 38260
Phone 731-536-4222 ♦ Fax 731-536-4609

MELINDA McCULLOUGH
Principal



May 23, 2011

Obion County Board of Education:

Hillcrest Athletics is in the process of building a softball field. Due to unfavorable weather conditions, we have been unable to work on the field as scheduled. Because we have requisitioned and pulled two purchase orders for continued progress toward the completion of the field, carrying over outstanding purchase orders, PO number **75862** to Southern Concrete in Union City for \$2,000.00 and PO number **75861** to Jimmy Gray for \$4,000.00, is necessary. Our goal is to have mentioned progress scheduled for completion July 1, 2011, pending weather conditions. Under proper procedures, OCB monies have been transferred from the Board to cover softball field construction.

Thank you for your consideration on this matter.

List of Unpaid Bills

<u>Vendors' Names & Complete Addresses</u>	<u>Type of Expense</u>	<u>Amount</u>	<u>Projected Completion Date</u>
*Southern Concrete 112 Barham Road Union City, TN 38261	<u>Concrete</u>	<u>\$2,000.00</u>	<u>July 1, 2011</u>
*Jim Gray Union City, TN 38261	<u>Brick Layer</u>	<u>\$4,000.00</u>	<u>July 1, 2011</u>

Melinda McCullough
Melinda McCullough, Principal

5/23/11
Date

Richard Tant &
Richard Tant, Athletic Administrator

5/23/11
Date

Dorothy Fielder
Dorothy Fielder, Bookkeeper

5/23/11
Date

David Huss, Director of Schools

Date