



# Culpeper County Public Schools

*Office of the Division Superintendent*

450 Radio Lane · Culpeper, Virginia 22701 · Tel. (540) 825-3677 · Fax (540) 829-2111

## MEMORANDUM

**TO:** VSBA President

**FROM:** Robert A. Houck, Chair  
Culpeper County School Board

**DATE:** May 12, 2014

**SUBJECT:** Request for Refund

Elizabeth “Betsy” Smith, School Board Member, was scheduled to attend the VSBA Hot Topic Conference on April 28, 2014; however, she was ill. Therefore, we would like to request that the \$140 be applied to a subsequent conference or be reimbursed to the school system.

School Board Action Taken: May 12, 2014

Approved By:

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Robert A. Houck, Chair