



The Erie
Community
Foundation

Helping today...Shaping tomorrow

127 West Sixth Street • Erie, Pennsylvania 16501 • ph: 814.454.0843 • fx: 814.456.4965 • www.eriecommunityfoundation.org

MEMORANDUM

TO: Dr. Aldo Jackson
Erie County Technical School Foundation

FROM: Michael L. Batchelor

DATE: April 2008

SUBJECT: Fund Distribution

This is to inform you that there is \$3,309.00 of income available for distribution from the Erie County Technical School Endowment Fund. In accordance with your agency endowment fund letter of agreement, you may choose to do one of the following:

1. Receive this income as a grant from The Foundation;
2. Receive a lesser amount of the income as a grant from The Foundation; \$_____
3. We wish not to receive a distribution at this time.

Please circle your preference and fax (456-4965) this form or email your response to Jane Cowell (jcowell@eriecommunityfoundation.org) at your earliest convenience. We would like all distributions made by the middle of June. If there are questions please do not hesitate to contact me.

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