WAIVER REQUEST WARRENSVILLE HEIGHTS CITY SCHOOLS

BEN 129501

471 APP # 161053084

FRN 1699122041

BEAR INVOICE ID 2665704 CREATED ON 08/17/2017

We would like to ask for a waiver for the FY16 BEAR Form deadline, which we did not meet due to the following circumstances.

The BEAR Form 472 was filed on 8/17/2017 but an email was sent to the contact person asking for documentation to verify the amount filed for disbursement. The school district contact person, Don Gamble, had changed just prior to the Form 472 filing in August 2017 and the contact email and address on the online Form 472 had not been changed. That person had left the district and their email address had been deleted. As a result, the request for documentation was never answered and the disbursement was not approved. There was no way for the district to know of the error until the Treasurer conducted a school year fiscal year-end audit and discovered the missing funds.

We are asking for your consideration to waive the deadline requirement and allow us to re-file a BEAR form for this service now so the district can obtain the funding for which they were approved. The required documentation request will be sent to the new contact person and will be answered. Thank you.