

Interoffice Communication

DATE: December 5, 2012

TO: Department Administrators
Principals

FROM: Patrice A. Johnson, Superintendent

SUBJECT: Reminder: Retirement Bells No Longer Purchased By the Board

The Board of Education made the decision at the end of last year to continue to purchase clocks for retirees that are presented at the annual retirement dinner in May; however, **the Board will no longer be purchasing an additional gift, which has traditionally been a retirement bell.** Schools and departments are welcome to purchase bells on their own for their retirees.

The following information may be helpful to schools and departments that may wish to purchase bells for their retirees.

Contact: Stacey Hessel
Customer Service/Sales
Apple Awards Inc.
1-800-248-6243
stacey@appleawards.com

We have been ordering the Large Hand Bell #2CW with the following engraving:

Name of Employee
In Appreciation for Outstanding Service
Jordan School District

The cost for the bell with engraving is within \$65 to \$70.

Schools or departments can order with a purchase order or credit card online at www.appleawards.com or fax the order to 1-715-634-3334. The purchase should be made from the Principal's Discretionary account.