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FRED SKINNER
Vice-President
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BECKY TICE
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Superintendent
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Deputy Superintendent
SANDRA DUREE

Assistant Superintendents
BECKY McMANUS
Finance
BARBARA PONDER
Personnel
STANLEY FRAZIER
Planning \& Operations
SUE GARCIA
Special Services
Directors
TOM WESTERBERG
Athletic Director
JAMI NAVARRE
Community Relations
BECKY JOHNSON
Operations
SUSAN LEBLANC
School Nutrition
KRISTEN DAVIS
Technology
Principals
RICK KANA
High School
LANCE MURPHY
Middle School North
CHLOE YOWELL
Middle School South
STEPHANIE MARTIN
Elementary School North
MELISSA BARRINGTON, Ed.D. Elementary School South
LISA WATKINS
Early Childhood Center
DANIEL ANDREWS D.A.E.P.

Chief of Police
CHARLES K. WIDNER, JR.

## BARBERS HLLL

## Independent School District

P.O. Box 1108-9600 Eagle Drive • Mont Belvieu, TX 77580

## Demand Letter

In accordance with Article 31.06 and 32.41 of the Texas Penal Code, NOTICE of issuing or passing a bad check is hereby given to:

The bad check issued or passes is as follows:

## Date of Check:

## Amount:

## Payable To:

This is a demand for payment in full for a check not paid because of lack of funds or insufficient funds. If you fail to make payment in full within 10 days after the date of receipt of this notice, the failure to pay creates a presumption for committing an offense, and this matter may be referred for criminal prosecution.

To satisfy this debt, please send this letter along with payment for \$ $\qquad$ plus a $\$ 25$ service fee in cash, money order or cashier's check. The amount due should be paid to Barbers Hill Independent School District and mailed to the address shown above.

By operation of law, you are presumed to have received this notice no later than five (5) days after it was sent.

Payments in cash should be made in person only. Payments are accepted at the Tax Office of the Administration Building.

Failure to make full payment of this bad check within ten (10) days will result in criminal charges being filed in the proper court of Chambers County, Texas.

Sincerely,

## Campus Principal

Barbers Hill ISD
9600 Eagle Drive
Mont Belvieu, TX 77523

Sent by Certified Mail - Return Receipt \# $\qquad$

