



## MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records  
Through: Danielle Geyer, Fiscal Services Manager  
From: Sally Dillard, Fiscal Analyst  
Date: July 24, 2020  
Subject: Refund Request

### Refund Request Information

#### Petitioner

Traci Batcher  
2123 30<sup>th</sup> Avenue East  
Bradenton, FL 34208

#### Reason for Request

The customer paid summer camp fees for Samantha Jo Ayers for Weeks 1-9. Due to COVID-19 fears, the parent pulled the child out of camp for the remainder of the summer. We are requesting to refund the full amounts for Weeks 5-9.

#### Payment Information

**Refund Amount:** \$ 528.00

**Fee Description:** Summer Camps

**Date of Original Payment:** 05/29/2020

**Record/Invoice/Account #** Receipt #892101 – Acct. #106-0000000-347206-0181011-8100 –  
\$ 528.00

#### Authorization

Danielle Geyer approved this refund request on 7/24/2020.

#### Disclaimer

In an attempt to protect individual privacy and to adhere to Payment Card Industry security standards, backup information for this transaction has been omitted. You may request materials related to this transaction by making a Public Records request online at [www.mymanatee.org/records](http://www.mymanatee.org/records) or by calling (941) 742-5845.