



**Board of Directors**

Laura Reed, President  
Tom Gross, Vice Pres.  
Mike Turner, Treasurer  
Lois Geist, Secretary

Bob Upmeyer  
Carol Solberg  
Dick Schwab  
Teresa Kulper  
Tim Broghammer. CPA

**EXPENSE PROCEDURE**

1. Submit completed-“Distribution Request Form” to:  
SEF  
PO Box 275  
Solon, IA 52333
2. Approval of Invoices- Expenditures are generally approved once a month given adequate fund balance. Invoices will generally be approved at the monthly Solon Education Foundation meeting. In case of need prior to the monthly meeting arrangements can be made to reach specific deadlines.
3. Payments will be made and mailed out to specific vendor or designed person on “Distribution Request Form”.