

Clio Area Schools

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Clio, Michigan 48420

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January 18, 2021

Dear Valued Vendor,

Clio Area Schools Administration Offices are moving!

Effective March 1, 2021, the new address for the Business Office will be: _____

Clio Area Schools
Business Office
1 Mustang Dr.
Clio, MI 48420

We accept invoices via mail at the above address, fax (810) 591-8143 or email to Cassie Schiebel, Accounts Payable Secretary, at cschiebel@clioschools.org.

As a reminder, Clio Area Schools Board Policy requires that all purchases have appropriate authorization prior to procuring. Thus, no purchases are valid without a Purchase Order. Invoices received without a Purchase Order number indicated, will be returned to the vendor without payment. In order to expedite the purchasing process, a Purchase Order may be emailed to your company. Please provide an email address so that we may update our records:

We thank you for your continued business and look forward to working with you in the future. If you have any questions related to this information, do not hesitate to contact me at csekelsky@clioschools.org.

Best Regards,

Carrie Sekelsky

Carrie Sekelsky, CFO
Assistant Superintendent of Business
(810) 591-0500
csekelsky@clioschools.org