



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

THE COLLEGE OF THE FLORIDA KEYS  
Memorandum

---

**DATE:** January 3, 2025  
**TO:** District Board of Trustees  
**FROM:** Heather Margiotta, Administrative Dean, Financial and IT Operations  
**DEPARTMENT:** Business Office  
**SUBJECT:** October and November 2024 Disbursement Report – Request for Approval

---

The October and November 2024 Disbursement Reports include direct deposits made payable to employees for reimbursements and checks made payable to vendors, students, and employees. The reports are being presented for board approval in the Consent Agenda.