



## MEMORANDUM

TO: Mrs. Natalie Levy-Dawes  
Financial Controller

FROM: Miss Shauna Farquharson  
HRSS-Administration Manager

DATE: November 04, 2022

RE: Payment for Nature's Paradise (Secretary's Day)

Please approve payment in the sum of **thirteen thousand eight hundred dollars (13,800.00)** to Nature's Paradise for palms given to staff on Secretary's Day (April 2022)

Please see the attached invoice.

Regards,

/TJD

**APPROVED BY**  
Sign:



Invoice No. \_\_\_\_\_  
Date: 18 Oct 2022

Sold To:

Guardsmen Limited  
On Account

PREPARED BY: Ashley

CHECKED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_