



# 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 **six thousand nine hundred dollars (6,900.00)** 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: \_\_\_\_\_



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**APPROVED BY**  
Sign: \_\_\_\_\_



Invoice No. 18 Oct 2022

**Sold To:**

On Account

[illegible]

PREPARED BY: U P Xona

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

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