



JAMAICA

GUARDSMAN SERVICES LIMITED T/A ORKIN JAMAICA

INTER OFFICE MEMORANDUM

To: Shanecia Spence

CC: Romaine Wheeler, Sadiq Miller

Fr: Ms Tashana Richards

Date: November 1, 2022

Re: Petty Cash Reimbursement

I am hereby requesting monies in the total of JA **\$26,371.14** for petty cash reimbursement for:

1. Knutsford Express charges for journey to Kingston office for management meeting –
 - a. $\$3500.00 \times 2 = \7000.00 – *reimburse Tashana Richards*
2. Toll charges for transfer of stock from Kingston to Montego Bay -
 - a. $(\$3,200 \times 2) \times 2 = \$12,800.00$ – *Reimburse Sheldon Scott*

Best Regards

Tashana Richards
Branch Manager
Orkin Montego Bay
1218 Providence Way
Montego Bay, St. James