

# INVOICE

ADDRESS: Univ. 2-6 Emmanuelle ADDRESS: \_\_\_\_\_

[illegible]

TOTAL \$ 23,500.00



# MEMORADUM

**TO:** Ms. Karen Matthie /Ms. Natalie Levy-Dawes

**DATE:** November 11, 2022

**SUBJECT:** Wire Transfer Request

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Kindly complete a wire transfer in the amount of **Twenty Three Thousand and Five Hundred Dollars (\$23,500.00)**. This is for the repairing the pedestal desk draws in the GSL Admin Office and the chair repairs. Please see the invoice and account details attached for reference.

  
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Prepared By: Joni Gordon  
Administrative Officer

  
.....  
Authorized By: Caryll Reid  
HR Manager

My Scotiabank account details are:

First name: DENZEL

Last name: MAXWELL

Bank: Scotiabank

Branch/transit number: 50575

Account type: Savings

Account number: 50575 000961677

Account currency: JMD

7:41 AM