

## **MEMORANDUM**

TO:

Mrs. Natalie Levy-Dawes

**Financial Controller** 

FROM:

Miss Shauna Farquharson

HRSS-Administration Manager

DATE:

November 04, 2022

Kindly approve reimbursement in the amount of **eight thousand**, **five hundred dollars** (\$8,500.00) to GGHRM employee Kimberly Roper for gas from Johnson's Petroleum.

Please refer to the attached receipt.

Kind Regards,

Miss Shauna Farquharson

HRSS-Administration Manager

## JOHNSON'S PETROLEUM