

## INTERNAL MEMORANDUM

**Dept :** HR & Admin. Services

**Date:** 25<sup>th</sup> April 2025

**Subject:** Payment for Accommodation-Renaissance

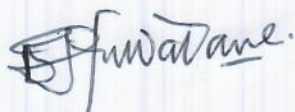
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### Context & Justification:

On 17<sup>th</sup> April 2025, **Dr. "Layi Fatona** called me from Asaba and requested that I arrange hotel accommodation in Warri for twenty-three (23) persons who accompanied him to a meeting with the Delta State Governor. All twenty-three guests stayed one night at the hotel and departed for Port Harcourt the following day.

I hereby request the payment of **₦5,274,900.00 (Five Million, Two Hundred and Seventy-Four Thousand, Nine Hundred Naira only)** to be made to **Protea Hotel Marriott, Delta**, in settlement of the accommodation charges.

Kindly find the attached invoice for your reference.



**Oladele Oluwadare**  
**Manager, HR & Admin Services.**