# 15 April 2024

Dear Francois,

# MOTIVATION TO COVER COSTS INCURRED USING CRAIG PARKER'S CREDIT CARD– CARD NUMBER: 4901 3969 5518 4001

We kindly seek approval for shared services to cover Craig Parker’s Credit Card expenses amounting to ZAR 2078.85 that are either donor unallowable expenses or have receipts that could not be recovered. The breakdown of the costs are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D*ate*** | **Description** | **Reason for Purchase** | **Comment** | **ZAR AMOUNT** |
| 21 February 2024 | Netflorist Flowers | Staff member got Injured at work | Donor unallowable cost | 339.90 |
| 26 February 2024 | Nayan U.S. Dollar 296.00 | Incorrect order which was reversed | Initial Purchased price(R5,857.08) Refund(R5,530.68)Loss on exchange rate | 326.40 |
| 28 February 2024 | Www.Bloomandwild.com Euro Currency 32.00 | Fairwell to Fiona Scorgie | Purchase or flowers -Donor unallowable cost | 685.55 |
| 06 March 2024 | Gautrain Ctls Local | Strat planning visit | Receipts not received | 217.00 |
| 08 March 2024 | Gautrain Ctls Local | Strat planning visit | Receipts not received | 70.00 |
| 08 March 2024 | Gautrain Ctls Local | Strat planning visit | Receipts not received | 234.00 |
| 08 March 2024 | Gautrain Ctls Local | Strat planning visit | Receipts not received | 206.00 |

These expenses were incurred Between February and March 2024.

# Motivation prepared by: Reviewed by:

Craig Parker Alex Madziwa

\_\_\_\_A close-up of a clock

Description automatically generated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Approved by: Approved by:

Natalie Forester: Finance Manager Francois Dekker: COO

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