




GROUP OF COMPANIES
INTEROFFICE MEMO

TO : FAD IT c/o MANZ
FROM : RICEMILL ACCTG.
DATE : Nov. 08, 2023
SUBJ : CLOSING ENTRY FOR
PETTY CASH REPLENISHMENT

Pls. allow Shretta Bataquiton to Access
the FAD system for closing entry of
petty cash for ricemill transaction.

Thank you!


JOSEPHINE MARCOS

Signature over printed name