

# Email

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<b>Re:</b>	DAILY SIT REP	<b>CC:</b>	

☐ Urgent    ☐ For Review    ☐ Please Comment    ☐ Please Reply    ☐ Please Recycle

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**TIME:** 0930 (Day 2)

*Dear Colleagues,*

*Please submit your budget in detail by the beginning of Day 3 (10.30am).*

*This budget should outline all supply, equipment and consumables requirements, calculated on a needs basis, and account for your agency responsibilities and outcomes. (Agency policy and standard procedure to be followed please as usual – we have supplies due to strong public support – but we need to respond to donors.)*

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From