



⑤ Ag. Bursar

Sir, his net pay for the month of June 2020 is ₦10,592.86 by 13/07/20.



ANCHOR UNIVERSITY
LAGOS

⑧ Busayo

Pls treat
Prof Jones
15/7/20

Office of the Vice-Chancellor

⑥ VC

Sir, kindly approve salary advance of ₦5000 = for him. It will be deducted from his July salary.
Prof Jones
13/7/20

INTERNAL MEMO

From: Office Assistant	To: Ag. Registrar
Date: 8th July, 2020	Through: AOII, General Affairs

SUBJECT: REQUEST FOR SALARY ADVANCE

I write to request for a sum of Ten thousand naira (N10,000) only as salary advance to be deducted from my June salary.

Kindly consider and direct further sir.

Thank you.

⑩ AGOII

Mr. Kilanko Matthew
Office Assistant

⑦ Ag. Reg.

⑦ Xg Bursar
Approved
13/7

Sir, this is forwarded for your kind consideration. Thank you Sir.
8/07/2020

③ Xg Bursar
pls deal
17/7

④ Dave

Pls confirm his net pay for June 2020

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V.C
Sir, kindly consider
Thank you, Sir