

**INTERNAL MEMO**

To: Managing Director

From: Admin Manager

Date: December 20<sup>th</sup>, 2021.

Subject: **End of Year Party**

Cc: **Accountant**

I write to request for approval of **Ninety thousand naira only (₦90,000.00)** to buy food items for end of year get together.

Breakdown are as follows

S/N	Description	Amount
1	Fried rice chicken and salad	₦75,000.00
2	Packaging packs for food	₦6,000.00
3	Delivery	₦1,000.00
4	Drinks	₦8,000
	<b>TOTAL</b>	<b>₦90,000.00</b>

Thank you



Abubakar Sadiq Kole

*Admin Manager*

Stephen Dorcas Laiko

*Accountant*

DR. Aliyu Shamsuddeen

*Managing Director*