

# Memo

**To:** Natalie Levy-Dawes – Financial Controller  
**From:** Nicollette Grant  
**cc:** Romaine Wheeler  
**Date:** November 1, 2022  
**Re:** Subsistence – Kenrick Gordon – October 2022

---

Due to shortage of K-9 drivers, Mr. Gordon was given additional responsibility on his day off to assist with canine dispatch both mornings and evenings. As such, he is to be paid an additional \$1500 on those specific days only.

October 1 - Saturday  
October 2 – Sunday  
October 3 - Monday  
October 4 - Tuesday  
October 5 – Wednesday  
October 6 – Thursday  
October 7 – Friday  
October 8 – Saturday  
October 9 – Sunday  
October 10 – Monday  
October 11 – Tuesday  
October 12 – Wednesday  
October 13 - Thursday

October 14 - Friday  
October 15 - Saturday  
October 16 - Sunday  
October 17 - Monday  
October 18 - Tuesday  
October 19 - Wednesday  
October 20 - Thursday  
October 21 – Friday  
October 22 – Saturday  
October 23 – Sunday  
October 28 – Friday  
October 29 – Saturday  
October 30 - Sunday

He is to be paid a total of **Twenty One Thousand Dollars (\$21,000.00)**.

  
.....  
Francis Amair (Mr.) (For)  
General Manager



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	_____
OT RATE	_____

Name of Employee: Kenrick Croton

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY						
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY						
6	SATURDAY	Oct. 1, 2022				K-9	
7	SUNDAY	Oct. 2, 2022				K-9	
8	MONDAY	Oct. 3, 2022				K-9	
9	TUESDAY	Oct. 4, 2022				K-9	
10	WEDNESDAY	Oct. 5, 2022				K-9	
11	THURSDAY	Oct. 6, 2022				K-9	
12	FRIDAY	Oct. 7, 2022				K-9	
13	SATURDAY	Oct. 8, 2022				K-9	
14	SUNDAY	Oct. 9, 2022				K-9	

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by:

Approved by:

Checked by: Alescia Davis



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kerrick Croden

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY	Oct. 10, 2022				K-9	
2	TUESDAY	Oct. 11, 2022				K-9	
3	WEDNESDAY	Oct. 12, 2022				K-9	
4	THURSDAY	Oct. 13, 2022				K-9	
5	FRIDAY	Oct. 14, 2022				K-9	
6	SATURDAY	Oct. 15, 2022				K-9	
7	SUNDAY	Oct. 16, 2022				K-9	
8	MONDAY	Oct. 17, 2022				K-9	
9	TUESDAY	Oct. 18, 2022				K-9	
10	WEDNESDAY	Oct. 19, 2022				K-9	
11	THURSDAY	Oct. 20, 2022				K-9	
12	FRIDAY	Oct. 21, 2022				K-9	
13	SATURDAY	Oct. 22, 2022				K-9	
14	SUNDAY	Oct. 23, 2022				K-9	

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by: B

Approved by: AJ

Checked by: Alexia Davis.



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kennick Cordon

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY	Oct. 24, 1971				K-9	
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY	Oct. 28, 1971					
6	SATURDAY	Oct. 29, 1971				K-9	
7	SUNDAY	Oct. 30, 1971				K-9	
8	MONDAY					K-9	
9	TUESDAY						
10	WEDNESDAY						
11	THURSDAY						
12	FRIDAY						
13	SATURDAY						
14	SUNDAY						

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by: KD

Approved by: BL

Checked by: Mercia Davis

# Memo

**To:** Natalie Levy-Dawes – Financial Controller  
**From:** Nicollette Grant  
**cc:** Romaine Wheeler  
**Date:** November 1, 2022  
**Re:** Subsistence – Kenrick Gordon – October 2022

---

Kenrick Gordon, Relief Kennel Attendant, worked on Saturdays and Sundays (day off) and Public Holiday. He is to be paid at a rate of \$2000 per day.

October 1 - Saturday	October 17 – Monday (National Heroes Day)
October 2 - Sunday	October 22 – Saturday
October 8 - Saturday	October 23 - Sunday
October 9 - Sunday	October 29 - Saturday
October 15 - Saturday	October 30 - Sunday
October 16 – Sunday	

He is to be paid a total of **Twenty Two Thousand Dollars (\$22,000.00)**.

.....  
Rn  
Francis Amair (Mr.) (Fos)  
General Manager



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kenick Cordon

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY						
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY						
6	SATURDAY	Oct. 1, 2022					
7	SUNDAY	Oct. 2, 2022				Kennel	R
8	MONDAY					Kennel	P
9	TUESDAY						
10	WEDNESDAY						
11	THURSDAY						
12	FRIDAY						
13	SATURDAY	Oct. 8, 2022				Kennel	R
14	SUNDAY	Oct. 9, 2022				Kennel	P

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by: JL

Approved by: RP

Checked by: AD Davis



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kenrick Cordero

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY						
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY						
6	SATURDAY	Oct. 15, 2022					
7	SUNDAY	Oct. 16, 2022				Kennel	(R)
8	MONDAY	Oct. 17, 2022				Kennel	(R)
9	TUESDAY					Kennel	(R)
10	WEDNESDAY						
11	THURSDAY						
12	FRIDAY						
13	SATURDAY	Oct. 22, 2022				Kennel	(R)
14	SUNDAY	Oct. 23, 2022				Kennel	(R)

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by: Porter

Approved by: RL

Checked by: Alexia Davis



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kenrick Gordon

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY						
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY						
6	SATURDAY	Oct. 29, 2022					
7	SUNDAY	Oct. 30, 2022					RD
8	MONDAY						RD
9	TUESDAY						
10	WEDNESDAY						
11	THURSDAY						
12	FRIDAY						
13	SATURDAY						
14	SUNDAY						

DAYS WORKED	RATE	AMOUNT \$
LOAN DEDUCTIONS		
TOTAL		

Prepared by: JG

Approved by: RD

Checked by: Alexia Davis



## Purchase Order

Date Oct 07, 2022	Page 1
Purchase Order Number PO000017906	

2-6 Emmaville Crescent  
Kingston C.S.O.  
Jamaica  
Phone: (876) 928-2246/2641  
Fax: (876) 928-5232

RECEIVED

**Vendor Address:**

INDUSTRIAL GASES LTD.  
593-595 SPANISH TOWN RD.  
P.O.BOX 224.  
KINGSTON 11.

Reference MOBAY SIGN Guest House Trans	Contact	Vendor Number IGL001	PO Date Oct 07, 2022	Terms 30DAYS	Ship Via	Expected Arrival
-------------------------------------------	---------	-------------------------	-------------------------	-----------------	----------	------------------

Qty. Ordered	Vendor Item Number	Description	Drop-Ship	Unit Cost	UOM	Extended Price
1		1/4 Tee	No	1,698.940000		1,698.94
1		45KG Dom. Regulator	No	3,384.000000		3,384.00
1		Pigtail	No	2,401.040000		2,401.04
1		3/8 MPT Union	No	377.560000		377.56
15		3/8 Copper	No	400.000000		6,000.00
1		3/8 Flare Nut	No	157.100000		157.10
2		5/8 Hose Clamp	No	80.000000		160.00
6		Rubber Hose	No	119.000000		714.00
1		Labour & Transportation (NON TAXABLE)	No	15,000.000000		15,000.00

Prepared by: 	Tax Summary: GCT 2,233.90	Less: included tax Subtotal Total tax Total purchase order	0.00 29,892.64 2,233.90 32,126.54
------------------	------------------------------	------------------------------------------------------------------------	--------------------------------------------

INVOICE 700  
**KINGSLEY KEEN**  
 GRANVILLE P.O., ST. JAMES  
 TEL: 396-0614 EMAIL: keenk400@gmail.com

TO: GUARDSMAN GROUP LTD.

DATE: OCTOBER 06, 2022

QUANTITY	SERVICE DESCRIPTION	UNIT PRICE	COST (\$)
1	1/4" TEE	\$ 1,698.94	\$ 1,698.94
1	45KG DOMESTIC REGULATOR	\$ 3,384.00	\$ 3,384.00
1	PIGTAIL	\$ 2,401.04	\$ 2,401.04
1	3/8 MPT UNION	\$ 377.56	\$ 377.56
15	3/8 COPPER (FT)	\$ 400.00	\$ 6,000.00
1	3/8 FLARE NUT	\$ 157.10	\$ 157.10
2	5/8 HOSE CLAMP	\$ 80.00	\$ 160.00
6	RUBBER HOSE (FT)	\$ 119.00	\$ 714.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	<b>TOTAL MATERIAL COST</b>		<b>\$ 14,892.64</b>
	<b>GCT ON MATERIAL</b>	15%	<b>\$ 2,233.90</b>
	<b>LABOUR &amp; TRANSPORTATION</b>		<b>\$ 15,000.00</b>
		<b>SUBTOTAL</b>	<b>\$ 32,126.54</b>
	<b>VALUATION</b>		
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		<b>SUBTOTAL</b>	<b>\$ -</b>
		<b>TOTAL</b>	<b>\$ 32,126.54</b>

KINGSLEY KEEN



## Purchase Order

Date Oct 03, 2022	Page 1
Purchase Order Number PO000017887	

2-6 Emmaville Crescent  
Kingston C.S.O.  
Jamaica  
Phone: (876) 928-2246/2641  
Fax: (876) 928-5232

**Vendor Address:**

INDUSTRIAL GASES LTD.  
593-595 SPANISH TOWN RD.  
P.O.BOX 224.  
KINGSTON 11.

Reference MONTEGO BAY SIGN Great Hou	Contact	Vendor Number IGL001	PO Date Oct 03, 2022	Terms 30DAYS	Ship Via	Expected Arrival
-----------------------------------------	---------	-------------------------	-------------------------	-----------------	----------	------------------

Qty. Ordered 1	Vendor Item Number	Description Cylinder Deposit (45kg) LPG Supergas	Drop- Ship No No	Unit Cost 9,500.000000 13,120.000000	UOM	Extended Price 9,500.00 13,120.00

Prepared by: 	Tax Summary: GCT 0.00	Less: included tax Subtotal Total tax	0.00 22,620.00 0.00
Approved by: 	RJ	Total purchase order	22,620.00



I.G.L. LIMITED

593-595 Spanish Town Road, P.O. Box 224, Kingston 11, Jamaica  
 Telephone: 923-8434, 765-9004-12, 933-0459  
 Fax No.: 923-4058

HISTORICAL

PAGE NO.	INVOICE NO.	APPLY TO	INVOICE DATE	CUSTOMER NO.
	1		10/6/2022	V60030-000

SAV-INVS-00031690

G.C.T. REG. # 00156295

## TAX INVOICE

All Cylinders / Tanks in which products are supplied are the property of I.G.L. Limited

GUARDSMAN GROUP LTD MOBAY

KINGSTON

SOLD TO

GUARDSMAN LTD MOBAY

KINGSTON

SHIP TO

DATE SHIPPED	PURCHASE ORDER NO.	SHIP VIA	FOB	TERMS
10/6/2022		A/R - PICKUP		30 DAYS

BUYER	DATE REQUIRED	LOCATION	SALESPERSON	TERRITORY
	11/5/2022	SAV	reidt	AREAS-WESTN

ITEM NO.	DESCRIPTION	QTY. ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENSION
999-01-0014	LPG SUPERGAS	1.00	45KG	11,905.00	11,905.00
801-01-0001	SEAL 100% BLUE TAMPER PROOF -45KG CYLS	1.00	EACH N/C	0.00	0.00
999-01-0024	CYLINDER DEPOSIT 45KG - REFUNDABLE	1.00	EACH	9,500.00	9,500.00

1 X 45KG REFILL NEW

21,405.00 Tax

0.00

DELIVERED BY

RECEIVED BY

INVOICE NO.

SAV-INVS-00031690

21,405.00

TOTAL



# Memo

**To:** Natalie Levy-Dawes- Financial Controller  
**From:** Nicollete Grant  
**cc:** Romaine Wheeler  
**Date:** November 1, 2022  
**Re:** Ultimate Jerk Centre – Payment Request

---

Lunch and dinner were provided for relocated officers living at Sign Great House. The facility was not yet equipped with cooking gas for the officers to prepare their own meals, as such, meals were provided for them until they received gas.

Attached is invoices # 36272 for services provided.

Please make payment amounting to **Twenty Two Thousand Dollars (\$22,000.00)** to **Ultimate Jerk Centre** to be billed to Guardsman Limited- Montego Bay.

.....  
Francis Amair (F.A)  
**GENERAL MANAGER**

**ULTIMATE JERK CENTRE**  
MAIN STREET, DISCOVERY BAY, ST. ANN  
TEL: (876) 973-2054

**Nº 36272**

M Guardsman Ltd Date 30/10/2022

QTY	DESCRIPTION	AMOUNT
820	Jerk chkn meal	19000
80	drinks	3000
		22000
	BS 22,000	
	<i>Rf</i>	
Received by:	<u>Wilson</u>	Total <u>22000</u>

Quick Print, Tel: 876-917-7468