**INTEROFFICE MEMORANDUM**

**TO:** Chairman

**FROM:** MIS Department

**SUBJECT:** Purchase of Two Display Screens

**DATE:** 23rd July 2024

**BACKGROUND:**

Approval is sought for the purchase of two display screens to enhance their workstations:

1. Frank Gitiria -NOC
2. Sharon Baliach-Human Resource

**Total Cost:70,760**

Please review and approve the attached documents.

**Kind Regards,**

**MIS Department**