

# MEMORANDUM

**From:** Chief Budgeting Officer

**To** Function Heads LegacyCo

**Subject: Discretionary Expenditure**

A tool has been developed to enter proposed Advertising, Sales, and Social media discretionary expenditures into the Accounting System.

## FAMILIARIZATION

Please insert the following numbers.

### B2B

- Advertising: \$XXXX
- Sales: \$XXXX
- Social Media: \$XXXX

### B2C

- Advertising: \$XXXX
- Sales: \$XXXX
- Social Media: \$XXXX

**PRESS SUBMIT**

Regards

*Jocelyn*