

MEMO

RE/082

To: CEO
From: Head, Corporate Service
Subject: Request of payments
Date: 03rd May, 2023

Your kind approval is needed for the release the sum of **N 421,000 (Four Hundred and Twenty One Thousand Naira Only)** .Being payments made for the following.

S/N	DESCRIPTION	AMOUNT
1	Refreshment	N 70,000.00
2	DSTV Subscription	N 11,000.00
3	Airtime Allowance	N 20,000.00
4	Office Petty Cash	N 200,000.00
5	Production of ID Cards and Business Card	N 50,000.00
6	Office Light Bill for April	N 70,000.00
	Total	N 421,000.00

Payment should be made into the following account;

Account Name: **Kelechi Godson**
Bank: **Keystone Bank**
Account Number: **6036289132**
Amount: **N 421,000.00**

Thank you.