

FUNDS MANAGEMENT

Good Day,

My name is Mrs Olivia Maurice, the Accounting Officer from the company's financial department. This is to notify you that you are to make proper use of these funds as instructed by your supervisor/hiring manager attached to you online.

You are required to notify me via email once the check has been delivered to you, and when the funds received has been used, you are to also email me a full report of how the funds was managed personally.

- **How the funds were used as directed by your employer**
- **Exactly date funds were used**
- **Amount used**
- **The software vendor you purchased from (including the information given to you)**

My email address is: (OLIVIAMAURICE.OFFICE@GMAIL.COM)

It is mandatory that you send a copy of the deposit receipt to the email above immediately you deposit the check and a copy of the payment receipt used for your office supplies and software.

Important Notice: You are to disregard any message informing you that the payment manager has resigned or has left the payment department or giving you a new email contact other than what you have above, any information of that nature is false and the check will be cancelled immediately.

Endeavor to comply with the instruction above so as to avoid technical difficulties in the nearest future. Do not shred or destroy this instructional note even if you are told to do so, keep it safely for future preference. Thanks for your cooperation.

Regards

Financial Officer