

**MEMORANDUM**

October 23, 2013

To: Wayne Anderson

From: Betty Chan

Subject: Decision Regarding To Purchasing a New Photocopying Machine

Having one photocopying machine in the center of the floor is sufficient for all employees to use. As long as the copier is in functional status, there is no need to purchase a new one for the sales department.

With an additional copier on the department floor, employees will have to make extra trips to the pantry. Many employees in the sales department prefers the convenient trip to the middle of the room where the copier is, which is stationed by the coffee and vending machines.

We appreciate and value your suggestions in helping to improve the organization.

If you have any other suggestions, feel free to let your supervisor know.