



Memorandum

January 13, 1978

To: All Employees

From: Edward Mike Davis

Recent events have taken place, and now employees are mandated to have approval for all their expense reports. Take note of the responsibility needed for all employees, to understand this business policy and be able to go about it nonchalantly.

I'll be observing your work ethic from time to time over the course of a few weeks. Following this policy will help ensure your continued employment with our institution.

Please, if you have any questions call me at (646) 123-9876. Thank you.

cc: Chris N. Ramsaroop, Vice President for Finance