

PORTFOLIO ASSIGNMENT #2

AUTHORITY MEMO

This memo is addressed to employees of Tiger Oil who need to be informed of procedural changes regarding how expenses will be reimbursed for company purchases. The owner of the company is the writer of the memo. In designing the memo I learned the importance of using a buffer to emphasize the benefits for both the company and the employees. This was done in the first sentence. Then I detailed the changes that would take affect.



Tiger Oil Company
Five Greenway Plaza East
Houston, TX 99049

INTEROFFICE MEMORANDUM

January 13, 1978

TO: ALL EMPLOYEES
FROM: EDWARD MIKE DAVIS

Tiger Oil has recently implemented a new system of expensing purchases for office necessities as a way to conveniently assist our employees with buying office supplies, paying for business lunches, etc. . Each employee submits a detailed list of expenses for which he or she is reimbursed.

Effective immediately, the procedure for all reimbursed expenses will include each employee getting signed prior authorization for all expenses. Tiger Oil is no longer going to reimburse employees for purchases without the appropriate prior approval of the employees' managing supervisor of their department. Along with the managing supervisor's prior approval, each employee must also submit the appropriate receipts to verify each purchase.

This is a requirement for accounting and audit purposes, so that the company can keep track of the cash flow and expenses incurred by each department.