
INTEROFFICE MEMORANDUM

TO: LONNY GRAPHMAN
FROM: DIVISION BY ZERO: ALEX WATSON, CATLIN GUNDERT, HANNAH GIDANIAN, RICK THOMAS
SUBJECT: RECIEPTS AND TOTALS FOR REIMBURSTMENT
DATE: MAY 1, 2017
CC: JESSICA RAMIREZ

Purpose:

The purpose of the memorandum is to provide the receipts of up to \$100 for materials for the design project by Watson, Gidanian, Gundert, and Thomas.

Discussion:

Included is a table of all the receipts with where they originate from and the total amount from each receipt. The receipts come from all members of the group Division By Zero.

Reciepts

Location Bought	Materials Bought	Amount Paid
Amazon	12'x15' Large Canvas	29.99
Micheaels	1.75" Letters x6	23.94
Thomas Home Center	8oz Elmers Wood Glue	6.19
	120 grit sandpaper x4	3.16
Mickinleyville Ace	Wood Screws	4.51
The Mill Yard	1x2x8 Furring Strips	30.24
	Total \$	98.03

Conclusion:

The total of the combined materials here is \$98.03. All checks can be made out to the following recipient and address.

Richard Thomas

858 Calle Pecos Thousand Oaks, CA 91360