

January 5, 2001

MEMORANDUM

To: John Townsend

From: Ashley Turnipseed

Re: Kroger billing Invoice# A17002

I am submitting this letter of justification to request payment of the above mentioned payment voucher.

The Governor's Mansion has a charge account with Kroger Food Store. We have an outstanding charge in the amount of \$34.44

I spoke with the Chef regarding this particular charge and he states that he is unable to locate the receipt for this particular charge.

As I have spoken with both the Kroger home office and store #345 manager on numerous occasions, they are unable to reproduce duplicate copies of charge tickets. They are only able to reproduce the invoice amount and dates.

I am requesting that you please approve this voucher for payment. The items purchased at Kroger are food items for the Mansion.

If you need anything further, please contact me.

Thank you for your assistance.