

Format of "For Approval"

To expedite reimbursements, requests for approval shall now be sent by email.

Payments to be sent for approval should state details such as amount to be paid, where or who to charge, who and what the payment is for.

These should be clearly presented in the following format:

Subject Line: Credit Card charge approval request: USD 220.00 for dotPH

Michael Gleissner

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Amount	: USD 220.00
Merchant	: dotPH
Purpose	: Renewal of the domain underwaterstudio.com.ph
Method of Payment	: Chase 0104 (alt: Citi 3267)
To be charged to	: Bigfoot Ventures Ltd.

For strict compliance.