

LANGUAGE TEACHERS' ASSOCIATION OF ZAMBIA
(LATAZ)
MEMO

From: **To:** The President/Chairperson

Date:

Payee:

Subject: Request for authority to pay
ZMW.....

I write to seek authority to pay the sum of (Amount in words)

.....

Purpose

.....

Refer to the breakdown shown below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Total:

Prepared by:

Approved/Not Approved by:

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

Reason for not approving: