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MEMORANDUM

Date: December 4th, 2015

To: Evangelina Quihuis
Special Staff Assistant

From: Andres Cano
Special Staff Assistant

Re: P-Card Justification

This email is to provide a further explanation of the 11/24/15 P-Card expense to PostCreator.com in the amount of \$9.99.

This online digital media content creator, primarily for graphic design, will be used in conjunction with 2016 District Five outreach efforts. As we beta test this service, this expense will be reoccurring until February 2016, at which we'll reevaluate whether the service is effective.

Please contact me if you have any questions.



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Card

Visa
**** * 7328

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Next Payment \$9.99 on 01/24/16 for 1 month of Pro access (through 02/24/16)

Payment History

Charged \$9.99 for Pro (Monthly) plan **12/24/15**

Charged \$9.99 for Pro (Monthly) plan **11/24/15**