

PALAMA SETTLEMENT
M E M O R A N D U M

DATE: Sept. 28, 1967

TO: Mrs. Eva Mitomi

FROM: Business Office

RE: Money from Kiwanis

Honolulu Kiwanis Foundation mailed in a check of \$485.00 designated it to be used for repairs or replacement of its band instruments at the Music School of the Settlement.

Please advise the personnel responsible of the Kiwanis' band instruments of this available money.

However, prior to the repairs or replacement of the instruments, he must have a purchase order and have it signed by Pat Murata or Mr. Lorin Gill.

If you should have any questions regarding purchase order, don't hesitate to ask Gail or call me.

