























# Emails

You will receive an email if you have any outstanding transactions to be approved – also with comments from cardholders if info has been requested by you.

|  |   |          |         |         |             |
|--|---|----------|---------|---------|-------------|
| <b>Vanessa Jones</b>   |   |          |         |         |             |
| Card Transactions To Be Approved   |   |          |         |         |             |
| <b>Transaction Approval Action Required</b>  |   |          |         |         |             |
| The following transaction approval actions are required for the following employees. |   |          |         |         |             |
| <u>Michael Becker - United Vision Bank - 25 Oct 2007 to 24 Nov 2007</u>              |   |          |         |         |             |
| Hotel Accommodation  |   |          |         |         |             |
| 14 Nov 2007  | The Stamford Plaza Auckland                         |          |         |         | \$ 239.97   |
|  | Purchase The Stamford Plaza Auckland                |          |         |         |             |
|  | GL100   | BUSAKL12 | PRO1003 | GST NZ  | 239.97      |
| Transactions over \$1500   |   |          |         |         |             |
| 09 Nov 2007  | Profile Publishing Ltd                              |          |         |         | \$ 1,810.09 |
|  | Purchase Profile Publishing Ltd                     |          |         |         |             |
|  | GL100   | BUSAKL12 | PRO1003 | GST NZ  | 1,810.09    |
| Transactions over \$1000   |   |          |         |         |             |
| 13 Nov 2007  | Profile Publishing Ltd                              |          |         |         | \$ 1,360.00 |
|  | Purchase Profile Publishing Ltd                     |          |         |         |             |
|  | GL100   | BUSAKL12 | PRO1003 | GST NZ  | 1,360.00    |
| <u>Sarah Smith - United Vision Bank - 25 Oct 2007 to 24 Nov 2007</u>                 |   |          |         |         |             |
| Transactions over \$1500   |   |          |         |         |             |
| 13 Nov 2007  | The Stamford Plaza Melbourne                        |          |         |         | \$ 1,736.50 |
|  | Purchase (AUD 1456.00) The Stamford Plaza Melbourne |          |         |         |             |
|  | GL105   | HRWLG12  | -       | GST AUS | 1,736.50    |