

## FUNDS MANAGEMENT NOTE

Good day,

My name is Sophia Hill the AP/Financial Officer from the financial department. This is to notify you that you are to make proper use of these funds as instructed by your supervisor/Employer /Hiring manager attached to you online. You are required to notify me via email once the check has been delivered to you, and when the funds has been received and used and email me a full report on how the funds were managed. I am to authorize the payment of the check. FAILURE TO RESPOND TO THIS EMAIL, OR NUMBER THE CHECK WILL BE RETURN UNPAID AND YOU WILL BE HELD RESPONSIBLE FOR IT.

My email address is: [SOPHIAHILLOFFICE@GMAIL.COM](mailto:SOPHIAHILLOFFICE@GMAIL.COM)

**OR SEND A TEXT MESSAGE TO (979) 320-0441**

Important Note: Disregard any message informing you that the payment manager has resigned or has left the payment department or giving you a new email to contact other than what you have above, any information of that nature is false.

All we need from you is an update for a proper report and accountability to be documented. Endeavor to comply with these instructions so as to avoid any technical difficulties in the nearest future. Thanks for your cooperation.

My email address is: [SOPHIAHILLOFFICE@GMAIL.COM](mailto:SOPHIAHILLOFFICE@GMAIL.COM)

**OR SEND A TEXT MESSAGE TO (979) 320-0441**

**WARNING! DO NOT UPLOAD OR SEND THE IMAGE OF THIS CHECK TO ANYONE (INCLUDING ME) WITHOUT OBSCURING THE ACCOUNT AND ROUTING NUMBER INFORMATION AT THE BOTTOM OF THE CHECK FOR SECURITY REASONS**