

**From:** [Debbie Acors](#)  
**To:** [Laura Langton](#)  
**Cc:** [Dan Cook \(dcook@cf2001.com\)](mailto:dcook@cf2001.com)  
**Subject:** Reimbursement Request  
**Date:** Friday, October 30, 2020 3:28:10 PM  
**Importance:** High

---

**CAUTION:** This email originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Laura – I went to Walmart and bought a gift card for Carol Maurice, who works in Marketing at PBMares and assisted us with the GTW for all eleven Ethics Classes this year. Dan and I discussed purchasing a gift card for her for up to \$250. I ended up getting her a VISA gift card for \$200, plus the cost of the gift card was \$5.44, and I also bought a Thank You Card to put it in, which was \$4.97. All total, please reimburse me \$210.71. I mailed the card to her home today.

Dan – do you mind giving Laura your approval for this reimbursement? Also, should we code this to “Speaker Gift Certificates”, line 6006?

Thanks,  
Debbie

Debbie Acors, CPA  
515 Country Club Blvd.  
Chesapeake, VA 23322  
Office (757) 549-1411  
Mobile (757) 435-8405  
[debbie@acorscpa.com](mailto:debbie@acorscpa.com)