



Curriculum Development Team Training

Instructional Scenario

Title Ideas: Create a Memo

Duty/Concept Area(s): 6670-43 Using Digital Applications

Scenario:

In a recent audit it was discovered that receipts necessary for requesting reimbursement are not being turned in by employees, either because receipts were lost or employees failed to obtain them.

The new procedure requires employees to turn in receipts for any expenditure over \$5.00. They may take pictures of the receipts with their smart phones to preempt problems with lost receipts.

Create a memo to explain the necessity and process for submitting reimbursement requests.

Big Question:

- What information needs to be included in the memo? Stress the importance of turning in receipts for any expenditure over \$5.00.
- What steps should you include to convey this information?

Focused Questions:

- Which template meets the needs of your company the best?
- What information needs to be addressed and in what order?
- Are all facts and consequences conveyed in your memo?

SOL Correlation:

English 9.6, 9.7, 10.6, 10.7

Project-Based Assessment:

Create a professional memo to staff conveying the information regarding business expenses. Be certain to include why it is important to follow the new guidelines.