



# LUBBOCK COUNTY MEDICAL EXAMINER

Charles Addington, D.O.  
Chief Administrative Medical Examiner

To: Bambi Trevino

From: Dr. Charles Addington

RE: PURCHASE CARD USAGE FOR TRAININGS, TEAM BUILDING EXERCISES

Bambi,

I would like to start utilizing the LCME Purchase card for the procurement of refreshments, meals and supplies for training and other appropriate functions, like team building. Please obtain the necessary approval to do so for fiscal year 2022.

Thank you,

A handwritten signature in black ink, appearing to read "Charles Addington", written over a horizontal line.

Charles Addington, D.O.  
Chief Administrative ME