Open the mail, pass on to relevant person

If fundraising, take to PTA meeting to tell them about it

Bank statements to Nalina

Scan to the person if it looks important

Clear the box once a week

Get receipts from Nalina for the disco for drinks and chips: email New World (Kaiwen Tan) two weeks before the event

Request in writing that we can take unopened drinks back

Jeremy from New World does the ice blocks

Go to front desk to get a new card with my name on it

Scott

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