

From: [Morton, Kaitlin MCF:EX](#)
To: [Wilson, Cherie MCF:EX](#)
Cc: [White, Emily MCF:EX](#); [Gunn, Paula MCF:EX](#)
Subject: Admin Cheat Sheet
Date: June 21, 2018 4:04:30 PM
Attachments: [Administrative Assistant Cheat sheet Kaitlin Holidays June 22-July6.docx](#)

Hi Ladies,

Please find attached the **Administrative Assistant Process Document** to refer to June 22-July 6th

This is also saved on the J Drive !

Thanks very much for holding down the fort and see you soon! ☺

Kaitlin Morton
Administrative Assistant
Minister's Office- Children and Family Development
Parliament Buildings, Victoria BC
250 387-1977

From: [Morton, Kaitlin MCF:EX](#)
To: [Brown, Edena MCF:EX](#)
Subject: FW: Scan From <Device Name>
Date: June 21, 2018 12:42:34 PM
Attachments: [Scan_20180621.pdf](#)

Hi Edena

Flagging for you as this item for importance

Letter re: Columbia Basin Indigenous Nations Participations in Columbia R. Treaty

Thank you!

Kaitlin

From: [Morton, Kaitlin MCF:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: BANK OF MONTREAL (MASTERCARD) MORTONK 9917 03JUN18 \$2,425.40
Date: June 21, 2018 11:17:57 AM
Attachments: [Copy of MORTONK 9917 03JUN18 \(4\).xlsx](#)
[June Pcard Rec-Receipts Kaitlin Morton-MCFD.pdf](#)

To whom it may concern,

Please find attached my Pcard reconciliation for June, 2018

Thank you!

Kaitlin Morton
Administrative Assistant
Minister's Office- Children and Family Development
Parliament Buildings, Victoria BC
250 387-1977

From: [Morton, Kaitlin MCF:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Subject: RE: Paual Gunn's travel claims Sept 24th-29th
Date: October 6, 2017 10:17:00 AM

Haha ahh okay I see.

She away today so it'll likely have to wait until Tuesday, but I'll send her instructions on what to do at that point, I'm not positive the process so I'll ask Emily.

Thanks Saijia

From: Poldrugovac, Saija FIN:EX
Sent: Friday, October 6, 2017 10:14 AM
To: Morton, Kaitlin MCF:EX
Subject: RE: Paual Gunn's travel claims Sept 24th-29th

The approval was received however, she can't approve her own claims. Can you please help her recall it and initiate it to the Minister for approval?

From: Morton, Kaitlin MCF:EX
Sent: Wednesday, October 4, 2017 2:12 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Paual Gunn's travel claims Sept 24th-29th

Hi Saija,

Here are Paula's claims for Sept 24-29th for processing. I sent it to her and she's "approved," however then the drop down said recall she says?

Please let her know if she needs to do anything further on her end, or me on mine.

Thank you,

Kaitlin Morton

From: [Morton, Kaitlin MCF:EX](#)
To: [Morton, Kaitlin MCF:EX](#)
Subject: Scan From <Device Name>
Date: June 12, 2018 2:07:20 PM
Attachments: [Scan_20180612.pdf](#)

Paulas claim for Charger/cord June 3, 2018