

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
To: 'Ellison, Ruchelle' <rellison@aging.sc.gov>  
CC: Danny Varat <DannyVarat@scstatehouse.gov>  
Date: 11/15/2017 9:29:24 AM  
Subject: RE: Water Bill

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Good Morning Ruchelle,

The bill has been paid as of last Wednesday. Moving forward, do I order the water and then have the bill sent over there? How would it be best for this to work. Thank you.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*CatherineMcNicoll@SCStatehouse.gov*  
*803-734-5292 (phone)*

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From: Catherine McNicoll  
Sent: Wednesday, November 08, 2017 11:36 AM  
To: 'Ellison, Ruchelle'  
Cc: Danny Varat ; Cogdill, Lily  
Subject: RE: Water Bill

Good Morning Ruchelle,

Danny and I are just going to pay the bill from the previous fiscal year out of our pockets. I will pay it tomorrow.

Moving forward, we have discussed it with the comptroller general's office and can pay for it out of our budget.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*CatherineMcNicoll@SCStatehouse.gov*  
*803-734-5292 (phone)*

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From: Ellison, Ruchelle [<mailto:rellison@aging.sc.gov>]  
Sent: Monday, November 06, 2017 12:22 PM  
To: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
Cc: Danny Varat <DannyVarat@scstatehouse.gov>; Cogdill, Lily <lcogdill@aging.sc.gov>  
Subject: RE: Water Bill

Oops attachments

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From: Ellison, Ruchelle  
Sent: Monday, November 06, 2017 12:19 PM  
To: 'Catherine McNicoll'  
Cc: Danny Varat; Cogdill, Lily  
Subject: RE: Water Bill

Catherine,

I have received the invoices. These invoices are dated from January 2017 to June 2017. These invoices should have been paid last FY. I probably will need Lily and Danny to sign off on the invoices which are attached. A memo will also need to be generated as to why we are paying them late for the auditors in case they ask.

We are not allowed to pay for water for employees. Please make sure that the information is included in the memo that the water was purchased for constituents and visitors only.

Let me know if you additional information.

Thanks for your assistance with this matter.

Ruchelle

Ruchelle Ellison  
Fiscal Manager  
South Carolina Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone 803-734-9883 Fax 803-734-9886  
[rellison@aging.sc.gov](mailto:rellison@aging.sc.gov)

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From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]  
Sent: Monday, November 06, 2017 11:26 AM  
To: Ellison, Ruchelle  
Cc: Danny Varat  
Subject: RE: Water Bill

The water is being used for constituents, office visitors, and staff.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)*  
*803-734-5292 (phone)*

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From: Ellison, Ruchelle [<mailto:rellison@aging.sc.gov>]  
Sent: Monday, November 06, 2017 10:45 AM  
To: Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
Cc: Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
Subject: RE: Water Bill

Catherine,

I called to request invoices because we cannot pay by statements. I also updated the account to reflect you as the contact. The two jugs was requested as well.

In the future, you can make the call to request additional jugs. Finance would only need your signature on the bill for payment. Is this water being used for constituents?

Thanks,  
Ruchelle

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From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]  
Sent: Monday, November 06, 2017 9:44 AM  
To: Ellison, Ruchelle  
Cc: Danny Varat  
Subject: RE: Water Bill

Good Morning Ruchelle, Can you please let me know the status of this and once the past bill is paid we will need to put in a request for a delivery of two jugs. Thank you.

*Best Regards,  
Catherine McNicoll  
Director of Legal & Legislative Affairs  
Lieutenant Governor's Office  
[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)  
803-734-5292 (phone)*

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From: Cogdill, Lily [<mailto:lcogdill@aging.sc.gov>]  
Sent: Tuesday, October 31, 2017 4:24 PM  
To: Ellison, Ruchelle <[rellison@aging.sc.gov](mailto:rellison@aging.sc.gov)>  
Cc: Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
Subject: FW: Water Bill

Ruchelle,

Please find the most current bill for Country Clear attached. Please feel free to contact me if you have any questions.

Thank you,

Lily



**Lily Cogdill**

*South Carolina Lieutenant Governor's Office on Aging  
1301 Generais Street, Suite 350  
Columbia, S.C. 29201  
Ph. 803.734.9875  
[lcogdill@aging.sc.gov](mailto:lcogdill@aging.sc.gov)*

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From: Lily Cogdill [<mailto:LilyCogdill@scstatehouse.gov>]  
Sent: Tuesday, October 31, 2017 4:14 PM  
To: Cogdill, Lily <[lcogdill@aging.sc.gov](mailto:lcogdill@aging.sc.gov)>  
Subject: FW: Water Bill

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From: Catherine McNicoll  
Sent: Tuesday, October 31, 2017 4:14:10 PM (UTC-05:00) Eastern Time (US & Canada)  
To: Lily Cogdill  
Cc: Danny Varat  
Subject: Water Bill

Lily, I finally remembered what I originally called for, but thank you for helping me figure out the travel forms too. I originally called because we have finally sorted out the water cooler bill. Can you please give the bill to Ruchelle? Ken said she could submit the paperwork that needs to be done. Thank you.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)*  
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