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To: Frazier, EdwardEdward.Frazier@sto.sc.gov  
CC: Ham, PaulPaul.Ham@sto.sc.gov  
Date: 2/11/2016 10:12:37 AM  
Subject: It has come to my attention that you need some supplies for STO guests &/or meetings

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If I need to order some cups for the office, please let me know. The ones we have in our area are for the BOFI board meetings and were paid for with BOFI funds, not STO funds. As state purchasing guidelines do not allow the purchase of food items, the coffee, creamer and sugar are to be paid for with personal funds. In our area we all chip in to purchase the coffee, creamer and sugar and use our personal mugs.

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