

From: Haltiwanger, Katherine
To: Carroll, John <JohnCarroll@gov.sc.gov>
CC: Veldran, Katherine <KatherineVeldran@gov.sc.gov>
Date: 3/29/2013 11:52:16 AM
Subject: RE: office supplies

KV bought a label maker last week. Let me know if that doesn't do what you need.

From: Carroll, John
Sent: Friday, March 29, 2013 11:51 AM
To: Haltiwanger, Katherine
Cc: Veldran, Katherine
Subject: office supplies

Halti, please order:

- ☐ Standard size file folders (not the long legal size ones), color coded if possible. I know the colors sound picky but they really do help.
- ☐ Small Binder Clips
- ☐ Post-It Notes
- ☐ Sharpies

Also, if the budget allows, I know Veldran and I could use a label gun to better organize our files.