

**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

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

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**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.