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**Date:** 2/3/2017 12:47:06 PM  
**Subject:** Requisition for Staples for Binders

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Mr. Varat:

Hope your day is going well. I have an order for some binders that need to be purchased for the SHIP/I-CARE program for their trainings that are coming up, with the first one on the 14<sup>th</sup> of February.

I would like to know if I can go ahead and make the purchase today once Ken Burton has signed off on the requisition giving funding approval? This will ensure that we get them in on Monday so Ms. Strong can begin assembling the binders. And then I will bring the requisition over for your signature today when I go to the Wade Hampton Building to pick up checks and drop off The State Newspaper to your office.

Please let me know. Thanks!

**John E. Roberts**  
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