

From: Roberts, John <[robertsj@aging.sc.gov](mailto:robertsj@aging.sc.gov)>

To: Bailey, Jalawndajbailey@aging.sc.gov  
Beard, Renerbeard@aging.sc.gov  
Roberts, Courtneycroberts@aging.sc.gov  
Dickinson, Gerrygdickinson@aging.sc.gov  
Ellison, Ruchellerellison@aging.sc.gov  
English, Sarasenglish@aging.sc.gov  
Grant, Pamelagrانتp@aging.sc.gov  
Harkins, Mattmharkins@aging.sc.gov  
Hightower, Paulahightowr@aging.sc.gov  
Hunter, Herberthhunter@aging.sc.gov  
Jones, Sherhondasjones@aging.sc.gov  
Keller, Tammytkeller@aging.sc.gov  
Kelly, LaWandralkelly@aging.sc.gov  
Kester, Tonykester@aging.sc.gov  
Knight, Corinnecknight@aging.sc.gov  
Capers, LaChandralcapers@aging.sc.gov  
McJunkins, Seansmcjunkins@aging.sc.gov  
Merling, Janetjmerling@aging.sc.gov  
Newman, Jordanjnewman@aging.sc.gov  
Page, Hankhpage@aging.sc.gov  
Pondy, Kevinpondyk@aging.sc.gov  
Rivers, Deniseriversd@aging.sc.gov  
Roberts, Johnrobertsj@aging.sc.gov  
Eskew, Sandraseskew@aging.sc.gov  
Shavo, Katherinekshavo@aging.sc.gov  
Sims, Kevinksims@aging.sc.gov  
Turner, Sonyasturner@aging.sc.gov  
Stegall, Patrickpstegall@aging.sc.gov  
Stroman, Susansstroman@aging.sc.gov  
Strong, Crystalcstrong@aging.sc.gov  
Swygert, Quincyqswygert@aging.sc.gov  
Theriot, Susanstheriot@aging.sc.gov  
Van Cleave, Jenniferjvancleave@aging.sc.gov  
Watson, Daledwatson@aging.sc.gov  
Wolf, Anneawolf@aging.sc.gov  
Wray, Joeyjwray@aging.sc.gov  
Zavoras, Catherineczavoras@aging.sc.gov

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Subject: Supply Order or Other purchases

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If you have any supplies that you need to order, please let me know by noon on Monday. I will be out of the office from Sept. 10 through Sept. 18, so if you have any other purchases that need to be made, please get them to me by COB on Monday. Thank you!

[John E. Roberts](#)  
[Administrative Coordinator](#)  
[South Carolina Lieutenant Governor's Office on Aging](#)  
[1301 Gervais Street, Suite 350](#)  
[Columbia, SC 29201](#)  
[Phone 803-734-9940, Fax 803-734-9886](#)  
[robertjs@aging.sc.gov](mailto:robertjs@aging.sc.gov)

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