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**CC:** Ronica TolliverMCCRAYR@scdhhs.gov  
**Date:** 12/6/2016 10:59:00 AM  
**Subject:** Lieutenant Governor's Office on Aging  
**Attachments:** Debarment Form 1-2015 - Copy.pdf  
DRUG FREE WORKPLACE ACT FORM.pdf  
Certification for Contracts,Grants,Loans.pdf  
LGOA1725.pdf

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Good Morning Mr. Watson/Mr. Kester:

We are in the process of reviewing contracts for payment/reimbursement at this time. Unfortunately, we have noticed the contract has not gone for final signatures. In order to complete the processing of the contract for reimbursement, please sign and complete the attached forms for further processing. We apologize for the inconvenience and would like to thank you for your understanding during this process. Upon receipt, we will send a fully executed copy for your records.

Thanks

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**Chrystal Truett**

*Procurement Specialist II*

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