

From: Ellison, Ruchelle <rellison@aging.sc.gov>
To: Burton, Kennethkrburton@aging.sc.gov
CC: 'dannyvarat@scstatehouse.gov'dannyvarat@scstatehouse.gov
Morris, Stevesmorris@aging.sc.gov
Roberts, Johnrobertsj@aging.sc.gov
Date: 1/31/2017 11:13:36 AM
Subject: RE: Requisitions

Ken,

As stated below, John will be responsible for securing signatures from all parties involved. The process has not changed. Before September, John was emailing Mark and getting his signature before supplies were ordered. This change only occurred because our department had to cover phones for several months during absence of the receptionist. If there is an explanation needed, John is capable of explaining.

We are just trying to ensure that supplies are ordered in a timely manner and to speed up the process. John is normally aware of the urgency and the need of the supplies being ordered.

Ruchelle

Ruchelle Ellison
Fiscal Manager
South Carolina Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 350
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From: Burton, Kenneth
Sent: Tuesday, January 31, 2017 9:24 AM
To: Ellison, Ruchelle
Subject: RE: Requisitions

I have sent my question to the Chief of Staff. I will wait for his response. I have always went over the requisition and explained them to Mark. You are telling me something totally different. If he tells me different, I will follow his instructions.

Thanks,

Ken Burton
Finance Manager
Lieutenant Governor's Office
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Phone: 803-734-9917

Fax: 803-734-9887
krburton@aging.sc.gov

From: Ellison, Ruchelle
Sent: Tuesday, January 31, 2017 9:22 AM
To: Burton, Kenneth
Cc: Roberts, John; Wingfield, Paula
Subject: RE: Requisitions

Ken,

Nothing has changed. Since John is responsible for requisitions, he will be responsible for getting signatures from all parties. That way he knows where requisitions are at all times.

Ruchelle

From: Burton, Kenneth
Sent: Tuesday, January 31, 2017 9:17 AM
To: Ellison, Ruchelle
Subject: RE: Requisitions

Ruchelle,

Please have it attached to the requisition when submitted for initial. I will check on the rest because I was told nothing has changed.

Thanks,

Ken Burton
Finance Manager
Lieutenant Governor's Office
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Phone: 803-734-9917
Fax: 803-734-9887
krburton@aging.sc.gov

From: Ellison, Ruchelle
Sent: Tuesday, January 31, 2017 9:16 AM
To: Burton, Kenneth
Cc: Roberts, John
Subject: RE: Requisitions

Ken,

John has the email from Danny if you need to see it for the subscriptions.

Ruchelle

From: Burton, Kenneth
Sent: Tuesday, January 31, 2017 9:13 AM
To: Ellison, Ruchelle
Subject: RE: Requisitions

Ruchelle,

I am in the process of establishing E040_1H00 for the new Lieutenant Governor. Please attach the e-

mail with the requisition since I was not copied.

Thanks,

Ken Burton
Finance Manager
Lieutenant Governor's Office
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Phone: 803-734-9917
Fax: 803-734-9887
krburton@aging.sc.gov

From: Ellison, Ruchelle
Sent: Tuesday, January 31, 2017 9:11 AM
To: Burton, Kenneth
Cc: Wingfield, Paula; Roberts, John
Subject: RE: Requisitions

Ken,

John is in the process of ordering several subscriptions for Danny per his email. I have spoken to Mr. Morris and John will go ahead and order the subscriptions. The requisitions will be completed on the backend.

What is the new FA for the Lt Gov? Steve wanted to make sure that the subscriptions were charged to them.

Also going forward, John will be responsible for getting signatures from Steve and Danny once you have verified budget and signed requisitions. So please return to John once you have signed off on the requisition that was placed in your chair this morning.

Thanks for your assistance with the matters above.

Ruchelle

Ruchelle Ellison
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From: Burton, Kenneth
Sent: Thursday, January 26, 2017 3:54 PM
To: Ellison, Ruchelle
Cc: Wingfield, Paula; Roberts, John
Subject: RE: Requisitions

Ruchelle,

I have spoken with the current Chief of Staff. He will continue to sign off on all documents such as requisitions, contracts, etc.

Thanks,

Ken Burton
Finance Manager
Lieutenant Governor's Office
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Phone: 803-734-9917
Fax: 803-734-9887
kburton@aging.sc.gov

From: Ellison, Ruchelle
Sent: Thursday, January 26, 2017 12:17 PM
To: Burton, Kenneth
Cc: Wingfield, Paula; Roberts, John
Subject: Requisitions

Ken,

Once you have verified budget/funding source and signed requisitions, please return requisitions to John. John will proceed in getting final approval from the Director before orders are placed.

Thanks for your attention with this matter.

If you have questions, let me know.

Ruchelle Ellison
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South Carolina Lieutenant Governor's Office on Aging
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Columbia, SC 29201
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