

From: Richardson, Sandra W.

To: Adams, Marcia S. <Adams_MarciaS@scdps.state.sc.us>

Bales, Tejal <Bales_TejalJ@scdps.state.sc.us>

CC: Dorman, D. Bruce <Dorman_DBruce@scdps.state.sc.us>

Royal, Don R. <Royal_DonR@scdps.state.sc.us>

Easterlin, Victoria <Easterlin_VictoriaG@scdps.state.sc.us>

Sojourner, Frederick E. <Sojourner_FrederickE@scdps.state.sc.us>

Date: 8/7/2001 9:43:22 AM

Subject: Purchasing Card

On August 3, 2001 I received the Bank of America Purchasing Card cardholder activity statement and discovered that in error, on July 21, 2001, I used the State Purchasing Card instead of my personal bank card when paying for services at Belk's Dutch Square, Columbia, SC. On August 4, 2001 I had Belk's to issue a credit to the State Purchasing Card for these services and put the charges on my personal bank card.

I have moved my State Purchasing card to a different location from my personal bank card to prevent anything like this happening again.

Thank you,

Sandra Richardson