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

**Subject:** Purchasing Card

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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