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**Date:** 9/28/2015 5:21:59 PM  
**Subject:** While I'm out .....

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**1) I have placed a Staples order – 2 med. White boards for the Debt area – please get to Robert & Sharon**

2 small magnetic white boards for our area – 1 for Jordan & 1 for me - the other items can wait for my return to distribute

**2) I have requested a return for the 2 large white boards (in Debt) that were delivered today – they are too large for the area & Staples may pick them up. I have placed the return authorization on each box – 1 in Robert's office & 1 in their conference area (beside Sharon).**

**3) The tech from Premier Technologies may return with the part to repair the IT check printer in Data Entry.** He was unsure of the date when he left Friday. He should leave the repair order with either Barbara (front desk) or someone in our area.

I'll be back in Thursday morning. See you all then. Jessica, I will be thinking of you & your family.