
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: ELLIOTT
FROM: RILEY
SUBJECT: REIMBURSEMENT FOR LABELS NEEDED FOR NAMETAGS FOR NATIONAL BOARD
CERTIFIED TEACHER RECEPTION
DATE: 2/7/2003
CC: FILE

I'm submitting the attached receipt from Office Depot in the amount of \$29.95 for reimbursement.

As you know, the Governor hosts a reception each year for our National Board Certified Teachers. This year's reception was held Wednesday, February 5, and honored 320 teachers. We provide nametags to the honorees for the Governor's reference, as well as for helping identify honorees in the pictures that our staff takes at the reception.

I prepared the nametags in Microsoft Word on Tuesday afternoon, February 4, using the same format that we did last year, that of Avery labels 5163. We began using labels, rather than formal nametags with plastic covers, at last year's reception to cut down on costs. When I went to the supply room to get the labels to run the nametags, I discovered that we did not have any Avery labels 5163, nor did we have labels of a comparable nametag size.

As this was Tuesday afternoon, and the reception was at 4:00 p.m. Wednesday, our supplier could not provide us with Avery labels 5163 in time to make the nametags for the reception. I went to Office Depot Wednesday morning and purchased the labels on my own to run the nametags.

Please let me know if you or DFA require any additional information. Thanks for your assistance in this matter.