

**Sent:** Wed, 27 Nov 2013 12:08:11 -0500  
**From:** "Bowers, Priscilla" <priscilla\_m\_bowers@oa.eop.gov>  
**To:** "Nixon, Monique" <monique\_d\_nixon@oa.eop.gov>, "Maloney, Peggy" <peggy\_a\_maloney@oa.eop.gov>, "Hoaney, Renee" <rhoaney@oa.eop.gov>, "Everett, Charlotte Y." <charlotte\_y.\_everett@oa.eop.gov>, "Everett, Charlotte Y." <"/o=eop/ou=exchange administrative group /cn=recipients/cn=charlottey.everett53674868">, "Nixon, Monique" <"/o=eop/ou=exchange administrative group /cn=recipients/cn=monique\_d\_nixon">, "Hoaney, Renee" <"/o=eop/ou=exchange administrative group /cn=recipients/cn=rhoaney">, "Maloney, Peggy" <"/o=eop/ou=exchange administrative group /cn=recipients/cn=maloney, peggy a.c4e">  
**Cc:** "Diaz, Nilsa" <nilsa\_diaz@oa.eop.gov>, "Diaz, Nilsa" <"/o=eop/ou=exchange administrative group /cn=recipients/cn=nilsadiatz13746102">  
**Subject:** CFC Supplies

Ladies,

The CFC supplies are finally in. We were only allowed to order a limited number of supplies for each item. I am sending you all a package with pledge forms, pledge form envelopes, a very few catalogs, and a very few CFC postcards.

Monique and Charlotte I will red dot your packages. Peggy and Renee, I will hand deliver your packages and leave them on your desk/chair.

Monique,

As captain, I am also including in your package, the **Deposit Bags** that are to be used for inserting all of the keyworker's pledge form envelopes that are to be sent to the CFC upon collection.

From what I understand, keyworkers should turn in their pledge form envelopes at the end of each week.

Friday, December 6 will be my last day here. As you are all aware, Monique has been assigned the role of OA Captain. Should you have any questions, please contact either Monique and/or Nilsa.

**Please note the following:**

OA's Agency **Reporting Number:**  -

Please also remember to encourage e-giving and the use of myPay. For further instructions regarding myPay, please visit the Intranet.

Thanks,  
Priscilla