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**From:** Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]  
**Sent:** 1/18/2018 4:02:34 PM  
**To:** Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]  
**Subject:** meeting

Good morning Larry,

Would you perchance have 10 minutes today, Thursday, (any time before 2pm) for a fast meeting with Keri and I?

We need to just take a few notes on the exact procedure when making a purchase, for our work papers.

Would you be available?

Thanks

Louie

*Louis E. Bertolino*

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