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**NC Cooperative Extension, Randolph County Center**

24 messages

**Maggie Woods** <mjwoods2@ncsu.edu>

Fri, Aug 28, 2020 at 4:02 PM

To: Kenneth Sherin &lt;Kenneth\_Sherin@ncsu.edu&gt;

Cc: Davina Thrash &lt;dathrash@ncsu.edu&gt;, Sharon Adams &lt;sadams@ncsu.edu&gt;, Shell Moore &lt;tcmooore6@ncsu.edu&gt;

Dear Kenny,

Thank you for your application to BAND NC. We are pleased to inform you that Randolph County Cooperative Extension's proposal has been funded. Congratulations! The selection committee thought it was a strong application, and we are excited to see how this project develops.

In order to expedite your funding, please follow these steps:

1. **Please let us know who's name should be on the MOU (someone who can sign on behalf of the organization).** Once we have that information, our Business Manager, Davina Thrash, (cc'd) will send you the MOU. Please sign it and send it back to her at [dathrash@ncsu.edu](mailto:dathrash@ncsu.edu). If you would prefer to sign the MOU electronically, please let Davina know and she can send you a link through our secure system.
2. Once the MOU is signed, my colleague, Sharon Adams (cc'd) will send you **two forms to fill out in order to receive payment**. Please get these back to her as soon as possible via fax or mail (she will include details)
3. **Please also email Sharon an invoice for the \$5,000**
4. **Save the dates** for two fall virtual workshops on "How to build a Community Digital Inclusion Plan"
  - o Meeting 1: October 27th from 10:30am-12pm
  - o Meeting 2: November 10 from 10:30 a.m.-12pm

We will make every effort to send the funds to you within one month of receiving the signed MOU, but given certain circumstances (a global pandemic, for example), the payment may take a little longer.

Please don't hesitate to reach out to me if you have any questions or concerns and thank you for everything you are doing to make your community a more digitally equitable place! We look forward to working with you.

My best,  
Maggie

**Maggie Woods**

Policy and Program Manager

Institute for Emerging Issues

[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu) | (919) 513-0803

Join us live via Zoom every Thursday at [go.ncsu.edu/fif-live-zoom](https://go.ncsu.edu/fif-live-zoom)

---

**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>

Mon, Aug 31, 2020 at 11:31 AM

To: Maggie Woods &lt;mjwoods2@ncsu.edu&gt;

Cc: Davina Thrash &lt;dathrash@ncsu.edu&gt;, Sharon Adams &lt;sadams@ncsu.edu&gt;, Shell Moore &lt;tcmooore6@ncsu.edu&gt;

Maggie,

Thank you so much. We are so grateful for the opportunity to be included in this project. I will work on getting all the right paperwork to you as soon as possible.

Kenny

---

**Kenneth Sherin**

County Extension Director

NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Kenneth Sherin** <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>  
To: Jill Cofer <[jill.cofer@randolphcountync.gov](mailto:jill.cofer@randolphcountync.gov)>

Mon, Aug 31, 2020 at 11:35 AM

Jill,  
We got the BAND-NC grant. They have requested an invoice. Can you help with this?  
Kenny

---

### **Kenneth Sherin**

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



[Quoted text hidden]

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**Kenneth Sherin** <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)> Mon, Aug 31, 2020 at 1:20 PM  
To: Cathy Waddell <[cwaddell@randolph.k12.nc.us](mailto:cwaddell@randolph.k12.nc.us)>, Patrick OHara <[pohara@asheboroymca.com](mailto:pohara@asheboroymca.com)>, Ross Holt <[rholt@randolphlibrary.org](mailto:rholt@randolphlibrary.org)>, Sarah Boling <[s2boling@randolph.k12.nc.us](mailto:s2boling@randolph.k12.nc.us)>, Shenna Creech <[screech@randolph.k12.nc.us](mailto:screech@randolph.k12.nc.us)>, Stephen Gainey <[sgainey@randolph.k12.nc.us](mailto:sgainey@randolph.k12.nc.us)>, "Rowland, Michael T." <[Michael.Rowland@randolphcountync.gov](mailto:Michael.Rowland@randolphcountync.gov)>, "Dale, Suzanne L." <[suzanne.dale@randolphcountync.gov](mailto:suzanne.dale@randolphcountync.gov)>, Jill Cofer <[jill.cofer@randolphcountync.gov](mailto:jill.cofer@randolphcountync.gov)>

Congratulations! WE GOT the GRANT!!!

The intent of the grant to help fill the digital divide occurring in the county AND to build a coalition that can address the continued need in the county. (Because we know \$5,000 is not going to solve this issue.)

I will be following up with details.

Kenny

---

### **Kenneth Sherin**

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



----- Forwarded message -----

From: **Maggie Woods** <mjwoods2@ncsu.edu>  
Date: Fri, Aug 28, 2020 at 4:03 PM  
Subject: NC Cooperative Extension, Randolph County Center  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>  
Cc: Davina Thrash <dathrash@ncsu.edu>, Sharon Adams <sadams@ncsu.edu>, Shell Moore <tcmoore6@ncsu.edu>

[Quoted text hidden]

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**Patrick Ohara** <pohara@asheboroymca.com> Mon, Aug 31, 2020 at 2:15 PM  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>, Cathy Waddell <cwaddell@randolph.k12.nc.us>, Ross Holt <rholt@randolphlibrary.org>, Sarah Boling <s2boling@randolph.k12.nc.us>, Shenna Creech <screech@randolph.k12.nc.us>, Stephen Gainey <sgainey@randolph.k12.nc.us>, "Rowland, Michael T." <Michael.Rowland@randolphcountync.gov>, "Dale, Suzanne L." <suzanne.dale@randolphcountync.gov>, Jill Cofer <jill.cofer@randolphcountync.gov>

Kenny: Congratulations and thank you for all of the work you have done.

Patrick O'Hara  
Executive Director  
Randolph Asheboro YMCA  
Chapter 23 YPN President

**From:** Kenneth Sherin [mailto:Kenneth\_Sherin@ncsu.edu]  
**Sent:** Monday, August 31, 2020 1:21 PM  
**To:** Cathy Waddell <cwaddell@randolph.k12.nc.us>; Patrick OHara <pohara@asheboroymca.com>; Ross Holt <rholt@randolphlibrary.org>; Sarah Boling <s2boling@randolph.k12.nc.us>; Shenna Creech <screech@randolph.k12.nc.us>; Stephen Gainey <sgainey@randolph.k12.nc.us>; Rowland, Michael T. <Michael.Rowland@randolphcountync.gov>; Dale, Suzanne L. <suzanne.dale@randolphcountync.gov>; Jill Cofer <jill.cofer@randolphcountync.gov>  
**Subject:** Fwd: NC Cooperative Extension, Randolph County Center

Congratulations! WE GOT the GRANT!!!

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**Kenneth Sherin**

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)

[REDACTED]

----- Forwarded message -----

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Date: Fri, Aug 28, 2020 at 4:03 PM  
Subject: NC Cooperative Extension, Randolph County Center  
To: Kenneth Sherin <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>  
Cc: Davina Thrash <[dathrash@ncsu.edu](mailto:dathrash@ncsu.edu)>, Sharon Adams <[sadams@ncsu.edu](mailto:sadams@ncsu.edu)>, Shell Moore <[tcmoore6@ncsu.edu](mailto:tcmoore6@ncsu.edu)>

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2. Once the MOU is signed, my colleague, Sharon Adams (cc'd) will send you **two forms to fill out in order to receive payment**. Please get these back to her as soon as possible via fax or mail (she will include details)
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Please don't hesitate to reach out to me if you have any questions or concerns and thank you for everything you are doing to make your community a more digitally equitable place! We look forward to working with you.

My best,

Maggie

**Maggie Woods**  
Policy and Program Manager

[Redacted]

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**Shenna Creech** <screech@randolph.k12.nc.us>  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>

Mon, Aug 31, 2020 at 3:52 PM

This is so exciting! Thank you so much for your hard work. I have asked my administrative assistant to get an updated quote for the chromebook we order, so that I can share it with you. It includes our specifications. It may take a few days, but I will send it and give you a call, when I receive it.

Thanks again!

**Shenna Russell Creech**  
**Director of Digital Teaching and Learning**  
**Randolph County School System**  
**336-633-5086**

[Quoted text hidden]

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**Cathy Waddell** <cwaddell@randolph.k12.nc.us>  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>

Mon, Aug 31, 2020 at 5:19 PM

Mr. Sherin,

We are deeply appreciative of your care and concern for the students in the Randolph County School System. Thank you for your persistence in pursuing this opportunity. I'm sure our most impacted areas will be thrilled to have the digital access this grant will provide.

Best regards,  
Cathy

**Cathy Waddell**  
**Assistant Superintendent of Curriculum and Instruction**  
**Randolph County Schools**  
*2222-C S. Fayetteville Street*  
*Asheboro North Carolina 27205*  
*Phone: 336-633-5027*  
*Fax: 336-633-5164*

*"Ignorance allied with power, is the most ferocious enemy justice can have."*

**James Baldwin**

On Mon, Aug 31, 2020 at 1:20 PM Kenneth Sherin <Kenneth\_Sherin@ncsu.edu> wrote:

[Quoted text hidden]

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**Stephen Gainey** <sgainey@randolph.k12.nc.us>  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>

Mon, Aug 31, 2020 at 8:17 PM

Cc: Cathy Waddell <cwaddell@randolph.k12.nc.us>, Patrick OHara <pohara@asheboroymca.com>, Ross Holt <rholt@randolphlibrary.org>, Sarah Boling <s2boling@randolph.k12.nc.us>, Shenna Creech <screech@randolph.k12.nc.us>, "Rowland, Michael T." <Michael.Rowland@randolphcountync.gov>, "Dale, Suzanne L." <suzanne.dale@randolphcountync.gov>, Jill Cofer <jill.cofer@randolphcountync.gov>

great work!!!

On Mon, Aug 31, 2020 at 1:20 PM Kenneth Sherin <Kenneth\_Sherin@ncsu.edu> wrote:

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**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>  
To: "Dale, Suzanne L." <suzanne.dale@randolphcountync.gov>

Fri, Sep 4, 2020 at 10:48 AM

---

## Kenneth Sherin

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



----- Forwarded message -----

From: **Maggie Woods** <mjwoods2@ncsu.edu>  
Date: Fri, Aug 28, 2020 at 4:03 PM  
Subject: NC Cooperative Extension, Randolph County Center  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>  
Cc: Davina Thrash <dathrash@ncsu.edu>, Sharon Adams <sadams@ncsu.edu>, Shell Moore <tcmoore6@ncsu.edu>

[Quoted text hidden]

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**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>  
To: Maggie Woods <mjwoods2@ncsu.edu>  
Cc: Davina Thrash <dathrash@ncsu.edu>, Sharon Adams <sadams@ncsu.edu>, Shell Moore <tcmoore6@ncsu.edu>, Jill Cofer <jill.cofer@randolphcountync.gov>

Fri, Sep 4, 2020 at 11:42 AM

I have some information from the county to get the paperwork started.

The county manager is the person that signs all the official paperwork. His name is Hal Johnson. His email is [Hal.Johnson@randolphcountync.gov](mailto:Hal.Johnson@randolphcountync.gov)

He can sign electronically but please copy Dana Crisco and Sarah Pack on the email requesting his signature. They are his assistants. [Dana.Crisco@randolphcountync.gov](mailto:Dana.Crisco@randolphcountync.gov). [Sarah.Pack@randolphcountync.gov](mailto:Sarah.Pack@randolphcountync.gov)

I will still be the main contact for the grant and additional paperwork. So please send the MOU to me and I will get it routed through our county system.

Also can you please provide more information to be included on the invoice. (That may come on the MOU).

Thank you again for this opportunity!

Kenny Sherin

---

## Kenneth Sherin

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Maggie Woods** <mjwoods2@ncsu.edu>

Tue, Sep 8, 2020 at 3:07 PM

To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>

Cc: Davina Thrash <dathrash@ncsu.edu>, Sharon Adams <sadams@ncsu.edu>, Shell Moore <tcmoore6@ncsu.edu>, Jill Cofer <jill.cofer@randolphcountync.gov>

Thanks, Kenny. I've made a note and Davina should be able to send the electronic MOU to Hal Johnson, his assistants, and you. If she has any questions, she will reach out to you directly.

As for questions about the invoice, Sharon Adams, cc'd here, should be able to answer them for you.

Thanks again!  
Maggie

**Maggie Woods**

Policy and Program Manager  
Institute for Emerging Issues  
[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu) | (919) 513-0803

## Re **CONNECT** to MOVE FORWARD

A three-part virtual meeting series | [Learn more and register!](#)

Join us for one or all of our virtual meetings visit: [reconnectnc.org](http://reconnectnc.org)

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**Davina Thrash** <dathrash@ncsu.edu>

Wed, Sep 9, 2020 at 5:21 PM

To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>, Jill Cofer <jill.cofer@randolphcountync.gov>

Cc: Maggie Woods <mjwoods2@ncsu.edu>, Sharon Adams <sadams@ncsu.edu>, Shell Moore <tcmoore6@ncsu.edu>

Hi Kenneth, please ensure your MOU has the following information:

- The wording "Invoice" and Invoice #
- Date
- Payment Terms (should be 30 days)
- Your organization full name, address, phone number, point of contact
- IEI's organization information
  - (Institute for Emerging Issues, [1070 Partners Way, Suite 4100, Raleigh, NC 27695](#) attention Sharon Adams)
- Description (Band-NC Rapid Relief funding - digital inclusion services, etc...)
- Amount
- Total
- Signature and date

Let me know if you should have any further questions...thanks.

On Fri, Sep 4, 2020 at 11:43 AM Kenneth Sherin <Kenneth\_Sherin@ncsu.edu> wrote:

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**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>

Mon, Sep 14, 2020 at 2:13 PM

To: Shenna Creech <screech@randolph.k12.nc.us>

Shenna,

I wanted to check with you about the information you are waiting on regarding the Chromebooks. Have you gotten an updated spec sheet and price for the unit that would work best for you?

Kenny

---

**Kenneth Sherin**

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Shenna Creech** <[screech@randolph.k12.nc.us](mailto:screech@randolph.k12.nc.us)>  
To: Kenneth Sherin <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>

Mon, Sep 14, 2020 at 2:39 PM


Hi Kenny,

I apologize. Things have been so crazy. I have attached the most current quote.

**Shenna Russell Creech**  
Director of Digital Teaching and Learning  
Randolph County School System  
336-633-5086

[Quoted text hidden]

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 **Randolph-Dell-9-1-2020 (Tiber Creek).pdf**  
274K

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**Kenneth Sherin** <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>  
To: Shenna Creech <[screech@randolph.k12.nc.us](mailto:screech@randolph.k12.nc.us)>

Tue, Sep 15, 2020 at 9:53 AM

Does the school system have to pay the sales tax?  
Kenny

---

**Kenneth Sherin**

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Shenna Creech** <[screech@randolph.k12.nc.us](mailto:screech@randolph.k12.nc.us)>  
To: Kenneth Sherin <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>

Tue, Sep 15, 2020 at 9:57 AM

We do.



**Shenna Russell Creech**  
**Director of Digital Teaching and Learning**  
**Randolph County School System**  
**336-633-5086**

[Quoted text hidden]

---

**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>  
To: Shenna Creech <screech@randolph.k12.nc.us>

Tue, Sep 15, 2020 at 10:23 AM

The grant is \$5,000. 11 machines at that quoted price will be \$5063.74. Extension can cover the additional 63.74 to get that one more machine.

I was hoping for more machines.... they are more expensive than I had thought.

I wrote the grant and named three partners. RCSS, YMCA and Randolph Public Library.  
I am thinking of allocating 2 computers to the Y and the Library which would leave 7 for you RCSS.  
How does that sound?

I know it is only a drop in an ocean of need, but if we are successful in this opportunity they are opening up more funding in a second round.

Can you order all the machines and I get the county to transfer the payment to you? Or will I need to order the 4 for the Y and Library separately?  
I still have to run this by the commissioners in the Oct 5th meeting.

Kenny

---

## Kenneth Sherin

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Shenna Creech** <screech@randolph.k12.nc.us>  
To: Kenneth Sherin <Kenneth\_Sherin@ncsu.edu>

Thu, Sep 17, 2020 at 2:58 PM

Hi Kenny,

Anything helps! I am so grateful you pursued this grant and thought of us.

I spoke with our finance officer today. He recommended you do the ordering, or that we ordered just the ones for RCSS. If you need more information from him, he said to feel free to reach out. His name is Todd Lowe ([tlowe@randolph.k12.nc.us](mailto:tlowe@randolph.k12.nc.us)).

Sorry for the delay in getting you this email.

**Shenna Russell Creech**  
**Director of Digital Teaching and Learning**  
**Randolph County School System**  
**336-633-5086**

[Quoted text hidden]

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**Kenneth Sherin** <Kenneth\_Sherin@ncsu.edu>  
To: Shenna Creech <screech@randolph.k12.nc.us>

Thu, Sep 17, 2020 at 3:04 PM

I looked on Dell's website and the estimated delivery of a system similar to this one was March 2021. Do you think Tiber Creek could get them quicker?

Kenny

---

## Kenneth Sherin

County Extension Director  
NC Cooperative Extension, Randolph County Center  
1003 S. Fayetteville St  
Asheboro, NC 27203  
336-318-6000  
[kenneth\\_sherin@ncsu.edu](mailto:kenneth_sherin@ncsu.edu)



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**Shenna Creech** <[screech@randolph.k12.nc.us](mailto:screech@randolph.k12.nc.us)>  
To: Kenneth Sherin <[Kenneth\\_Sherin@ncsu.edu](mailto:Kenneth_Sherin@ncsu.edu)>

Thu, Sep 17, 2020 at 3:14 PM

I am looking at early December for an order I placed in July. We have this issue with everything we are ordering.

**Shenna Russell Creech**  
Director of Digital Teaching and Learning  
Randolph County School System  
336-633-5086

[Quoted text hidden]

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**Cofer, Jill P.** <[Jill.Cofer@randolphcountync.gov](mailto:Jill.Cofer@randolphcountync.gov)>  
To: Sharon Adams <[sadams@ncsu.edu](mailto:sadams@ncsu.edu)>  
Cc: Kenny <[kmsherin@ncsu.edu](mailto:kmsherin@ncsu.edu)>

Tue, Sep 22, 2020 at 8:17 AM

Attached is our W-9.

I'm contacting our county finance department about the ACH. We don't typically get electronic deposits.

On the invoice, who specifically do I send it to and to what address?

**Jill**

**From:** Sharon Adams [<mailto:sadams@ncsu.edu>]  
**Sent:** Friday, September 18, 2020 9:25 AM  
**To:** Maggie Woods <[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu)>  
**Cc:** Cofer, Jill P. <[Jill.Cofer@randolphcountync.gov](mailto:Jill.Cofer@randolphcountync.gov)>  
**Subject:** Re: FW: NC Cooperative Extension, Randolph County Center

Hi Jill,

I am forwarding you a W9 and an ACH form to return to me. This is to add you as a vendor. Also, I did not receive a copy of the invoice, so please send that to me.

Many thanks.

Sharon

On Mon, Aug 31, 2020 at 11:58 AM Maggie Woods <[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu)> wrote:

Hi Jill,

Ccing Sharon Adams who can answer all your invoice and financial questions. Thanks!

**Maggie Woods**

Policy and Program Manager

Institute for Emerging Issues

[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu) | (919) 513-0803



Join us live via Zoom every Thursday at [go.ncsu.edu/fif-live-zoom](https://go.ncsu.edu/fif-live-zoom)

On Mon, Aug 31, 2020 at 11:56 AM Cofer, Jill P. <[Jill.Cofer@randolphcountync.gov](mailto:Jill.Cofer@randolphcountync.gov)> wrote:

Who should the invoice be made out to...?

**Jill**

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

1. **Please let us know who's name should be on the MOU (someone who can sign on behalf of the organization).** Once we have that information, our Business Manager, Davina Thrash, (cc'd) will send you the MOU. Please sign it and send it back to her at [dathrash@ncsu.edu](mailto:dathrash@ncsu.edu). If you would prefer to sign the MOU electronically, please let Davina know and she can send you a link through our secure system.
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My best,  
Maggie

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Policy and Program Manager  
Institute for Emerging Issues  
[mjwoods2@ncsu.edu](mailto:mjwoods2@ncsu.edu) | (919) 513-0803



Join us live via Zoom every Thursday at [go.ncsu.edu/fif-live-zoom](https://go.ncsu.edu/fif-live-zoom)

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 **W9 Cooperative Extension.PDF**  
66K

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**Sharon Adams** <sadams@ncsu.edu>  
To: "Cofer, Jill P." <Jill.Cofer@randolphcountync.gov>  
Cc: Kenny <kmsherin@ncsu.edu>

Tue, Sep 22, 2020 at 9:34 AM

Hi Jill,

Thanks for the W9. We will still need for you to forward to us the ACH form in order to add you as a vendor for payment. The invoice needs to be scanned to me with the following address:

**Institute for Emerging Issues**  
**NC State University**  
**c/o Sharon Adams**  
**Campus Box 7406**  
**Raleigh, NC 27695**

Many thanks.

Sharon

[Quoted text hidden]

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**Sharon Adams** <sadams@ncsu.edu>

Thu, Oct 8, 2020 at 10:46 AM

To: "Cofer, Jill P." <Jill.Cofer@randolphcountync.gov>  
Cc: Kenny <kmsherin@ncsu.edu>

Hi Jill,

Please forward your invoice and an ACH form to me.

Thanks.

Sharon

[Quoted text hidden]

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**Cofer, Jill P.** <Jill.Cofer@randolphcountync.gov>  
To: Sharon Adams <sadams@ncsu.edu>  
Cc: Kenny <kmsherin@ncsu.edu>

Thu, Oct 8, 2020 at 12:23 PM

**Attached.**


[Quoted text hidden]

[Quoted text hidden]

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**2 attachments**

 **BAND-NC ACH form for Cooperative Extension Randolph County.pdf**  
329K

 **BAND-NC Invoice.pdf**  
217K