

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>5-2-08</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>000568</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Cleared 5/7/08, response attached</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>5-14-08</i>
	<input type="checkbox"/> FOIA DATE DUE _____
	<input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			



State of South Carolina

## Office of Comptroller General

1200 Senate Street  
305 Wade Hampton Office Building  
Columbia, South Carolina 29201

Telephone: (803) 734-2121  
Fax: (803) 734-2064  
E-Mail: [cgoffice@cg.sc.gov](mailto:cgoffice@cg.sc.gov)

RICHARD ECKSTROM, CPA  
COMPTROLLER GENERAL

NATHAN KAMINSKI, JR., Esq.  
CHIEF OF STAFF

**RECEIVED**

MAY 02 2008

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

### MEMORANDUM

**TO:** State Agency Heads

**FROM:** Statewide Accounting Services

**SUBJECT:** Updated Mailing Lists - Agency Finance Director Contacts

**DATE:** May 1, 2008

In preparation for Fiscal Year 2008-2009, the Comptroller General's Office is updating its list of Agency Finance Directors. The attached sheet reflects the information we currently have on file. Please review the sheet for accuracy, make any corrections directly on the sheet, and return to the Comptroller General's Office. Completion of the attached sheet will ensure proper distribution for correspondence, accounting reports and other related information sent to your agency from the Comptroller General's Office.

Any changes to the contact person that might occur during the fiscal year should be forwarded immediately to the address below.

Your cooperation in returning this information by **June 1, 2008**, is appreciated. Please return to:

Office of Comptroller General  
1200 Senate Street  
305 Wade Hampton Office Building  
Columbia, South Carolina 29211

Attention: June Hunter

Telephone Number: 734-2627  
Fax Number: 758-5745  
E-mail: [jhunter@cg.sc.gov](mailto:jhunter@cg.sc.gov)

/jh

Agency Code:

J02 IMS PU

Agency Name:

S.C. Dept. of Health & Human Services

Agency Finance Director:

David Schaefer

Title:

Bureau Chief, Fiscal Affairs

Mailing Address:

1801 Main Street  
P.O. Box 8206  
Columbia, S.C. 29202-8206

Business Telephone Number:

(803) 898-1078

Business Fax Number:

(803) 255-8229

E-mail Address:

[schaefer@scddhs.gov](mailto:schaefer@scddhs.gov)

Interagency Mail Service Participant?

Yes ( )

No ( )

If yes, please provide us with your IMS address if different from above.

IMS Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

209 0568 ✓  
5/7/08

Agency Code:

J02 IMS PU

Agency Name:

S.C. Dept. of Health & Human Services

Agency Finance Director:

~~David Schaefer~~ Kathy Bass

Title:

Bureau Chief, Fiscal Affairs

Mailing Address:

1801 Main Street  
P.O. Box 8206  
Columbia, S.C. 29202-8206

Business Telephone Number:

(803) ~~898-4078~~ (803) 898-2827

Business Fax Number:

(803) ~~255-8229~~ (803) 255-8230

E-mail Address:

~~schaefer@scdhs.gov~~ bass@scdhs.gov

Interagency Mail Service Participant?

Yes ( ☒ )

No (    )

If yes, please provide us with your IMS address if different from above.

IMS Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Director of SC DHHS is:  
Emma ForKner