

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>2-18-10</i>
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DIRECTOR'S USE ONLY		ACTION REQUESTED	
1. LOG NUMBER <i>1011342</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____	<input type="checkbox"/> FOIA DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Jackson</i>	<input checked="" 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.			



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COMPTROLLER GENERAL

SC BUDGET AND CONTROL BOARD

STATE FLEET MANAGEMENT
Warren J. McCormack
STATE FLEET MANAGER

(803) 737-0668
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February 16, 2010

HUGH K. LEATHERMAN, SR.
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COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

RECEIVED

FEB 18 2010

Ms. Patty Larimore, Transportation Coordinator
Department of Health and Human Services
1801 Main St., Room 632
Columbia, SC 29201

Department of Health & Human Services
OFFICE OF THE DIRECTOR

Dear Ms. Larimore:

State Fleet Management (SFM) is aware that many agencies have experienced significant budget cuts during the past year. These cuts require us to examine all expenses related to the operation of our respective programs. Accordingly, one of the areas you may consider adjusting is your vehicle fleet. We encourage you to examine your fleets carefully to determine the proper number of vehicles required by your agency. SFM recently completed a review of its fleet and identified vehicles to be replaced during model year 2010. A listing of these vehicles was recently sent to your agency to confirm that the vehicles are still required and that they are the correct type and size to meet your needs.

Normally SFM requires agencies to offer written notification 30 days prior to returning a leased vehicle. To assist agencies that may need to reduce expenses immediately and allow SFM to better plan its replacement purchases, we will waive the 30 day advance notification requirement for vehicles turned-in from the date of this letter until March 3, 2010. To make the process flow easily, agencies are reminded that written notification to SFM via e-mail or hard copy is still required and all turn-ins require an appointment to ensure someone is available to receive your vehicle(s).

We hope that this turn-in opportunity will assist your agency as you deal with these difficult budget challenges. Please contact Rob Malpass at 803-737-1515 if you have any questions regarding this matter. We appreciate the opportunity to provide your agency with transportation resources, and thank you for your support of the State Fleet Management program.

Respectfully,

A handwritten signature in black ink, appearing to read 'Warren J. McCormack', written over a horizontal line.

Warren J. McCormack
State Fleet Manager

cc: Ms. Emma Forkner