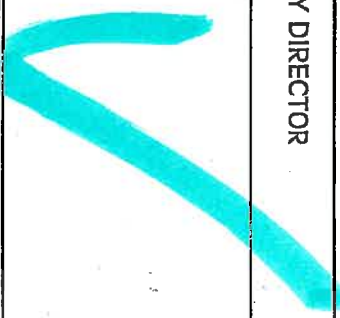


**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR**

ACTION REFERRAL

TO <i>Mells</i>	DATE <i>1-26-11</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>1011320</i>	<input type="checkbox"/> I Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR 	<input type="checkbox"/> I Prepare reply for appropriate signature DATE DUE _____ <input type="checkbox"/> I FOIA DATE DUE _____ <input checked="" type="checkbox"/> Necessary Action

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



State of South Carolina

Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

January 21, 2010

Ms. Emma Forkner
Director
Dept of Health and Human Services
1801 Main Street
Columbia South Carolina 29201

The Office of Small and Minority Business Assistance (OSMBA) has teamed up with SC.gov in an effort to finally give state agencies access to MBE Quarterly Reporting online.

To help us get this done quickly, we are requesting the following information from each agency:

Agency Head: _____

Procurement Director: _____

MBE Liaison Officer: _____ Phone: _____
E-mail: _____

Once we have received the requested information OSMBA will begin assigning usernames and passwords to each agency.

We will keep you informed of all processes as they take place.

Thank you for your prompt attention to our request.

Respectfully,

Andrena Washington

Andrena Washington
Interim Director

Governor's Office of Small & Minority Business Assistance
1205 Pendleton Street, Room 329
Columbia, South Carolina 29201
Telephone: (803) 734-0657 - Fax: (803) 734-2498