

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

**ACTION REFERRAL**

TO <i>Mells</i>	DATE <i>1-26-11</i>
--------------------	------------------------

<b>DIRECTOR'S USE ONLY</b>	<b>ACTION REQUESTED</b>
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"/> FOIA DATE DUE _____
	<input checked="" type="checkbox"/> Necessary Action

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