

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

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>6-1-09</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>100563</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Ms. Forkner Cleared 6/15/09, letter attached.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>6-12-09</i> DATE DUE _____
	<input type="checkbox"/> FOIA DATE DUE _____
	<input 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 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

RECEIVED

JUN 01 2009

Department of Health & Human Services
OFFICE OF THE DIRECTOR

NATHAN KAMINSKI, JR., Esq.
CHIEF OF STAFF

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL

MEMORANDUM

TO: State Agency Heads

FROM: Statewide Accounting Services
Statewide Payroll/Accounts Payable

SUBJECT: Authorized Signatures

DATE: June 1, 2009

To make certain that all authorized signatures and workflow approvals are on file for all STARS input documents and SAP electronic documents submitted by your agency, your agency director must designate in writing, to Statewide Payroll/Accounts Payable, those employees to whom signature authority has been given. This designation by the agency director must be updated annually at the beginning of the fiscal year. Any changes to the list of employees with signature authority that might occur during the fiscal year should be forwarded immediately to Statewide Payroll/Accounts Payable for Fiscal Year 2009-2010. In addition, we need an original sample of each individual's signature. Any approval for the use of a rubber stamp should be included along with a facsimile of the stamped signature.

Please submit your updated information no later than Friday, June 19, 2009. After this date, we will be unable to process your documents if a signature is not on file.

If you have any questions, please contact Sandra Pratt at 734-2550, Judy Smoak at 734-2529 or Betsy Lawson at 734-2615. Thank you for your assistance.

/jh



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State of South Carolina
Department of Health and Human Services

Mark Sanford
Governor

Emma Forkner
Director

June 15, 2009

Mr. Richard Eckstrom, CPA
Comptroller General
Office of Comptroller General
1200 Senate Street
305 Wade Hampton Office Building
Columbia, South Carolina 29201

Dear Mr. Eckstrom:

Enclosed is the list of individuals authorized to sign official documents for payments made through your office.

Should you require further information or have any questions, please call William L. Wells at 898-2503.

Sincerely,

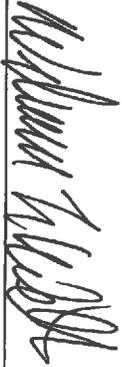
A handwritten signature in cursive script, appearing to read "Emma Forkner".

Emma Forkner
Director

EF/wbe

Enclosures (3)

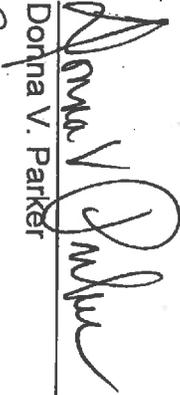
INDIVIDUALS AUTHORIZED TO SIGN ALL APPROPRIATION TRANSFERS



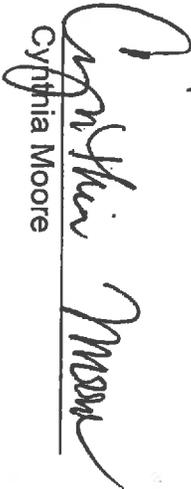
William L. Wells



Kathryn Bass



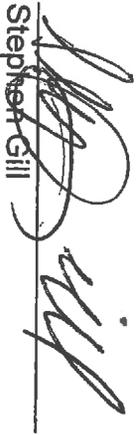
Donna V. Parker



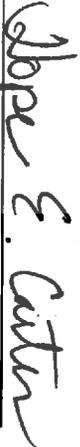
Cynthia Moore



Brian D. Paeth

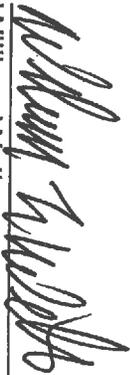


Stephen Gill



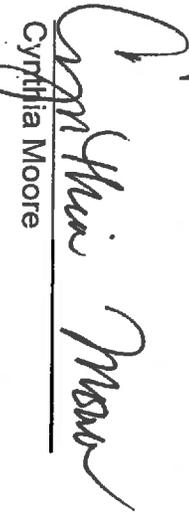
Hope E. Carter

INDIVIDUALS AUTHORIZED TO SIGN PAYROLL VOUCHERS

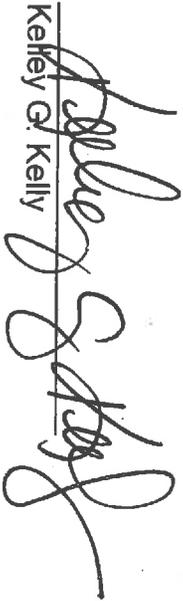

William Wells


Kathryn L. Bass

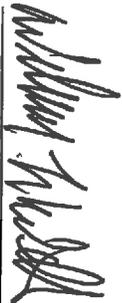

Dorina V. Parker


Cynthia Moore


Brian D. Paeth


Kelley G. Kelly

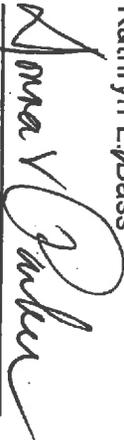
INDIVIDUALS AUTHORIZED TO SIGN CONTINGENT VOUCHERS, IDT'S
AND JE'S



William L. Wells



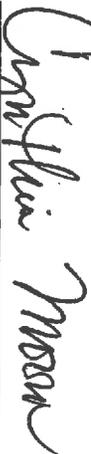
Kathryn L. Bass



Donna V. Parker



Milton K. German



Cynthia Moore



Brian Paeth



Lynette Wilson



Kelley G. Kelly



Anita Risher



Molly Jackson



Stephen Gill