



MEMORANDUM

To: Lone Star Business Services, Mail Code 2033

From: Your Name, Mail Code
Regional Security Officer for Region #

Subject: Authorization Signatures for Approving Lone Star Materials

Date:

The following are the signatures of the persons for this region who are authorized to approve the order sheet, Request for Lone Star Materials.

Part I, Security Items

HHSC EBT Regional Coordinator:
(type name below each signature)

Part II, Non-Security Items

Authorized HHSC Staff:

Backup Authorized HHSC Staff:

If the above persons are not available to approve an order sheet that needs immediate action, the HHSC regional director will approve the order sheet.

HHSC regional director:

Please call: _____ **at (your direct telephone number) if you have any questions on this matter.**

cc: (staff listed above)

Provide signed copy to Lone Star Business Services by fax at 512-206-5961 or email.