

July 8, 2011

No. 09 - FY 2011

## In This Issue

- Change in Prior Approval submission and approval

## Helpful Links

[Business and Service Forms](#)

[HOP 6.1.4](#)

[HOP 6.2.10](#)

*These links will assist you with the Prior Approval requirements and procedures.*

## Contact Us

### HSCSA Business Affairs

asstvpba@uthscsa.edu

**TO:** HSC Faculty and Staff  
**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer  
**SUBJECT:** Prior Approval Submission Change

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The review and approval of all Prior Approval Forms has been delegated by the Vice President and CFO to the Assistant Vice President for Business Affairs, Mr. Gerard (Jerry) Long. **Effective immediately, ALL Prior Approval Forms should be routed to the Office of the Assistant Vice President for approval.**

### **DELIVERY INFORMATION:**

The Office of the Assistant Vice President for Business Affairs is located off campus at the Medical Centre Plaza (MCP) building, 8431 Fredericksburg Road, Ste 280, Mail Services Code 7832.

For departments located on the Long Campus, the central mailroom has a drop box specifically designated for delivery to the MCP which is located outside of the mailroom, 1.285T (1<sup>st</sup> floor of the Dental School). Forms dropped off by 9:00 A.M. are guaranteed same day delivery. If received after 9:00 A.M., forms will be delivered the following business day.

Prior Approval forms received by the Office of the Vice President and CFO will be sent by courier to MCP at 9:30 A.M. daily for review and approval.

### **CONTACT INFORMATION:**

Departments should contact the Office of the Assistant Vice President for any questions or concerns regarding prior approval status and submission requirements.

Assistant Vice President for Business Affairs  
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210.562.6285  
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