

Comptroller's Directive No. 2-09
Attachment HE-11
Adjustments

Purpose

This attachment requires institutions to certify that all adjustments since DOA's acceptance of the initial submission have been provided to DOA for the following:

- Attachments HE-1 through HE-9,
- Supplemental Information, or
- Additional information requested by DOA.

This is similar to prior year's Attachment HE-11.

Applicable institutions

All institutions **must** complete this attachment.

Due date

Various*

Note*: There are staggered due dates for this submission as follows:

Staggered due dates	HEI acronyms
September 24	GMU, IALR, ITA, JMU, NCI, RU, RHEA, SVHEC, SWVHEC
September 28	CNU, LU, UMW, NSU, ODU, VMI, VPI&SU, VSU
September 30	CWM, UVA, VCU, VCCS

Certification

The **Certification** requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed; the information is both complete and accurate; the preparer and reviewer were not the same individual for any tab; and the instructions for this attachment have been read and are understood.

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Submission requirements

Contact DOA if the institution has any problems with the files.

After downloading the Excel file, rename the file using the institution acronym followed by Attachment HE-11. For example, VCCS should rename the Attachment HE-11.xls file as VCCS Attachment HE-11.xls.

Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do **not** submit paper copies of this spreadsheet.

Revised submissions and revision control log

If an institution has identified required adjustments **subsequent** to DOA's acceptance of the original submission, a revised attachment or supplemental information / additional information is required. Some attachments include a revision control log (RCL) tab to document revisions to an original submission. Refer to the individual attachment instructions to determine the specific revision instructions.

Additional requirements

THE INSTITUTION MUST NOTIFY THE INDIVIDUALS LISTED IN THE **QUESTIONS SECTION OF THIS DIRECTIVE IF MATERIAL ADJUSTMENTS ARE DISCOVERED AFTER SUBMITTING THIS ATTACHMENT TO DOA.**
