

**Comptroller's Directive No. 1-15**  
**Attachment 31**  
**Supplemental Information – Revision Control Log**

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**Purpose** This attachment is used to identify revisions to the supplemental information submitted to DOA. This is similar to prior year's Attachment 31.

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**Applicable agencies** This attachment is ONLY for agencies required to submit supplemental information and need to revise information previously submitted to **and** accepted by DOA. Refer to **Attachment 1** (Supplemental Information section) for a list of all agencies required to submit supplementary information.

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**Questions** For questions or to request detailed training from an analyst, please contact: [AttachmentAnalyst@doa.virginia.gov](mailto:AttachmentAnalyst@doa.virginia.gov).

Please reference the attachment number in the subject line of the e-mail.

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**Due date** **As revisions are made**

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**Certification** The **Certification** tab 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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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**Submission requirements**

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

**After downloading the files, rename the spreadsheet file using the agency number followed by Att31.** For example, agency 151 should rename its Attachment 31.xlsx file as 151Att31.xlsx.\*

**Submit the Excel spreadsheet electronically to [finrept-agvatt@doa.virginia.gov](mailto:finrept-agvatt@doa.virginia.gov).**

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

**Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of the Excel attachment.**

**\*Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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**Supplemental  
information  
revisions**

If revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original supplemental information submission, **resubmit the revised supplemental information AND submit a completed Attachment 31 identifying the change.**

Enter the revision date, a description of the supplemental information, due date of the submission, and the previous and revised information.

If the supplemental information is revised more than once, do not delete the control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions to the supplemental information submissions to date.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the **Revision Control Log** tab has been completed.

**Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.**

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