

Comptroller's Directive No. 2-15
Attachment HE-2
Contact Survey

Purpose

This attachment will provide DOA with the institution contact information. This attachment is similar to the prior year's Attachment HE-2.

Applicable institutions

All institutions **must** complete this attachment.

Due date

July 9, 2015

Submission requirements

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

After downloading the Excel file, rename the file using the institution's acronym followed by Attachment HE-2. For example, VCCS should rename the Attachment HE-2.xlsx* file as VCCS Attachment HE-2.xlsx*.

Please include the **Institution's Acronym** and **Attachment Number** in the **subject line** of the submission e-mail.

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.

Note*: This attachment is in the Excel 2007 version (.xlsx). If the institution has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the institution 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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**Completing the
attachment**

Part 1) Required Information: Enter the contact information for the institution head and the fiscal officer as shown on the agency signature card submitted annually to DOA. Also enter the contact information for the directive contact person.

Part 2) Optional Information: An additional contact person can be listed in the space provided. This is optional and does not have to be completed. This was added because some institutions requested an additional person be copied on directive e-mail correspondence from DOA.

Part 3) Auditor Contact Information: This part is to document whether the Auditor of Public Accounts (APA) will audit the institution for fiscal year 2015. Auditor contact information must be provided if APA will not be the auditor.
