

**Comptroller's Directive No. 1-16**  
**Attachment 2**  
**Contact Survey**

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**Purpose** This attachment will provide DOA with the agency contact information for each agency.

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**Applicable agencies** All agencies **must** complete this attachment.

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**Due date** **July 7, 2016**

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**Submission requirements** Contact DOA if the agency has any problems with the file.

**After downloading the files, rename the spreadsheet using the agency number followed by Att2.** For example, agency 151 should rename the Attachment 2.xlsx file as 151Att2.xlsx.\*

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

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

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**Completing the attachment** Complete the information at the top of the attachment.

Enter the contact information for the agency head, the fiscal officer as shown on the agency signature card submitted annually to DOA, and the directive contact person. Include e-mail addresses and telephone numbers.

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