

Comptroller's Directive No. 2-17
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 13, 2017

Submission requirements

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

After downloading the Excel file, rename the file using the Institution Number-Institution Acronym followed by Attachment HE-2. The Institution Number-Institution Acronym should be the same as shown on the first tab in the attachment. For example, VCCS should rename the Attachment HE-2.xlsx* file as 260-VCCS Attachment HE-2.xlsx*.

Please include the **Institution Number-Institution 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*: 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 authorized signatories form submitted annually to DOA. Also enter the contact information for the directive contact person.

Part 2) Optional Information: If you would like an additional contact person copied on directive communications, provide the contact information for this additional contact person. Otherwise, leave Part 2 blank.

Part 3) Auditor Contact Information: This part is to document whether the Auditor of Public Accounts (APA) will audit the institution for fiscal year 2017. Auditor contact information must be provided if APA will not be the auditor.
