

**Comptroller's Directive No. 2-18**  
**Attachment HE-2**  
**Contact Survey**

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**Purpose**

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

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**Applicable institutions**

All institutions **must** complete this attachment.

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**Due date**

**July 12, 2018**

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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 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](mailto:finrept-HE@doa.virginia.gov).

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

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

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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 2018. Auditor contact information must be provided if APA will not be the auditor.

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