

**Comptroller's Directive No. 1-21**  
**Attachment 2**  
**Contact Survey**

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<b>Purpose</b>	This attachment will provide DOA with the contact information for each agency.
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<b>Applicable agencies</b>	All agencies <b>must</b> complete this attachment.
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<b>Due date</b>	<b>July 8, 2021</b>
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<b>Submission requirements</b>	<p>Contact DOA if the agency has any problems with the file.</p> <p><b><u>After downloading the files, rename the spreadsheet using the agency number followed by Att2.</u></b> For example, agency 151 should rename the Att2.xlsx file as 151Att2.xlsx.</p>
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**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.**

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<b>Completing the attachment</b>	Complete the information at the top of the attachment.
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Enter the contact information for the agency head, the fiscal officer as shown on the agency authorized signatories form submitted annually to DOA, and the directive contact person. Include e-mail addresses and telephone numbers.

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