



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 19, 2003

MEMORANDUM OSRAP 04-08

TO: Fiscal Officers
All State Entities

FROM: F. Howard Karlton, CPA
Director

SUBJECT: Information Update

In order to ensure that we have your correct agency name, address, and the proper fiscal and accounting contacts on file in our office, please review the attached information form and make any necessary corrections. Make sure that your fax number is on the form as well as your Internet address, if available. The form should be returned to the address at the bottom of this page. If all the information is correct, please note so on the form and return it as indicated above.

These forms should be returned no later than October 6, 2003. If you prefer, you may fax the forms to Mr. James Lodge at (225) 342-1053. Questions may be addressed to him at (225) 342-6352.

FHK/jbl

[Attachment](#)