

Office of Statewide Reporting and Accounting Policy  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

March 9, 2016

**MEMORANDUM OSRAP 16-16**

To: Fiscal Officers  
All State Entities

From: John McLean, CPA  
Acting Director

Subject: OSRAP Entity Data Directory – 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, we are requesting that you complete the attached form and return it to our office. This information will facilitate mail outs and other correspondence with your agency. Please make sure your fax number is on the form as well as your e-mail address and website. **Please remember, you may have more than one entry that relates to your department.**

Please **email** your completed information to Chantelle Coates at [Chantelle.Coates@la.gov](mailto:Chantelle.Coates@la.gov) or **fax** the information to (225) 342-1053 no later than Monday, April 4, 2016. Email is the preferred method of submission.

If you have any questions concerning this memorandum, please call the OSRAP Help Desk at (225) 342-1097.

JM:cgc

[See attachment for form](#)