



**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

February 8, 2002

**MEMORANDUM OSRAP 02-21**

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 not so on the form and return it as indicated above.

These forms should be returned no later than February 22, 2002. 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/rl

Attachment