Instructions for Completion

Whenever your agency’s finance contact information changes, please notify the Comptroller General’s Office by completing and submitting this form to CAFR@cg.sc.gov.

Thank you.

1. Please enter the correct name, title, e-mail, and telephone number of your agency’s new GAAP contact information below.

Agency Code: _______________________________________________________

Agency: ___________________________________________________________

GAAP Contact Information

Name: ___________________________________________________________

Title: _________________ _________________ _________________

E-mail: __________________________________________________________

Telephone: _______________________________________________________  __

Effective Date of Change: ___________________________________________

2. If this is a change, who is this individual replacing? __________________________

3. It is recommended that each agency have at least two contacts. Please email CAFR@cg.sc.gov for any questions regarding current contacts.

4. Please note that year end materials can be found on the Comptroller General’s website at www.cg.sc.gov. Additional information will be distributed electronically through email as appropriate.