

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 5, 2023

MEMORANDUM OSRAP 23-11

To: Fiscal Officers
All State Entities

From: Brian Fleming, CPA
State Accounting Systems 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 email address, accounting group email address, and web address. **Please remember, you may have more than one entry for your department.**

Please **email** your completed information to Carmencita Christian at Carmencita.Christian@la.gov or **fax** the information to 225.342.1053 no later than Monday, June 19, 2023. Email is the preferred method of submission.

Please note that this update does not automatically sign the listed contacts up for OSRAP listserv emails. If the listed contacts and/or any other accounting personnel within your agency would like to sign up for the OSRAP listserv, please submit their names and email addresses to OSRAP-HelpDesk@la.gov with a request to be added to the appropriate listserv (LaGov or Non-LaGov).

If you have any questions concerning this memorandum, please call the OSRAP Help Desk at 225.342.1097 or email OSRAP-HelpDesk@la.gov .

BF:cwc

Attachment