

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

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

August 24, 2021

**MEMORANDUM OSRAP 22-03**

To: Fiscal Officers  
All State Entities

From: Lindsay Schexnayder, CPA  
Director, Office of Statewide Reporting & Accounting Policy

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 and web address. **Please remember, you may have more than one entry that relates to your department.**

Please **email** your completed information to Carmencita Christian at [Carmencita.Christian@la.gov](mailto:Carmencita.Christian@la.gov) or **fax** the information to 225.342.1053 no later than Friday, September 10, 2021. Email is the preferred method of submission.

If you have any questions concerning this memorandum, please call the OSRAP Help Desk at 225.342.6352 or email [OSRAP-HelpDesk@la.gov](mailto:OSRAP-HelpDesk@la.gov) .

LS:cwc

See attachment for form