

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

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

May 6, 2024

**MEMORANDUM OSRAP 24-11**

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, 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](mailto:Carmencita.Christian@la.gov) or **fax** the information to 225.342.1053 no later than Monday, June 3, 2024. Email is the preferred method of submission.

Please note 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 listservs, please submit their names and email addresses to [OSRAP-HelpDesk@la.gov](mailto: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 contact the OSRAP Help Desk at 225.342.6352 or email [OSRAP-HelpDesk@la.gov](mailto:OSRAP-HelpDesk@la.gov).

BF:cwc

Attachment