

**STATE OF SOUTH CAROLINA  
COMPTROLLER GENERAL'S OFFICE  
CHANGE OF GAAP CONTACT FORM**

**INSTRUCTIONS FOR COMPLETION**

Whenever your agency's finance director contact information changes, please notify the Comptroller General's Office by completing and submitting the form below to the following address or by faxing your response to 803-734-1765.

Laura Showe  
Comptroller General's Office  
Statewide Financial Reporting Division  
1200 Senate Street  
Wade Hampton Office Building, Room 305  
Columbia, South Carolina 29201  
E-mail: [lshowe@cg.sc.gov](mailto:lshowe@cg.sc.gov)

Thank you.

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1. Please enter the correct name, address, e-mail, telephone number, and fax number of your agency's new finance director contact information below.

*Name of GAAP Contact:* \_\_\_\_\_

*Name of Agency:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

\_\_\_\_\_

*E-Mail:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Effective Date of Change:* \_\_\_\_\_

2. Please note that all year end materials will be distributed electronically through email or information located on the CG's website. However, should any hard copies of reports need to be distributed please check **one** of the following distribution options:

\_\_\_\_\_ The Comptroller General's Office may place financial materials in our agency's courier bin on the Third Floor of the Wade Hampton Office Building because we generally pick up reports and other documents from that bin several times per week.

\_\_\_\_\_ We do not regularly pick up reports and other materials from the bin on the Third Floor of the Wade Hampton Office Building, but we are an **Interagency Mail Service (IMS)** participant. Please send us GAAP materials via IMS.

*(Please provide your IMS street address if different from that shown on the above label.)*

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