

**State of South Carolina
Comptroller General's Office
Change/Addition of GAAP Contact Form**

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 or by faxing your response to 803-734-1765.

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.