

Statewide Accounting and Reporting Services
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Request to Update ACFR Contact Information

Purpose of ACFR Contact List:

Statewide Accounting and Reporting Services (SARS) maintains a statewide listing of ACFR and SEFA (Schedule of Expenditures of Federal Awards) contacts by agency. This list includes the agency accountant responsible for year-end closing and reporting, as well as contact information such as phone, fax, and statewide e-mail address. Also included are the SARS analyst and SFMS analyst assigned to support each agency. The ACFR contact list facilitates communications between state agencies and SARS during the year and especially during year-end closing.

Instructions:

Please complete the form below and return to SARS. *(Save and e-mail form to SARS Analyst)*

Date:

Agency Number: Agency Name:

ACFR Contact

Contact Name:

Telephone Number: Fax Number:

E-mail address:

SEFA Contact

Contact Name:

Telephone Number: Fax Number:

E-mail address:

Comments: