



State of West Virginia

Office of the State Auditor
1900 Kanawha Boulevard, East
State Capitol Complex, Building 1, Room W-100
Charleston, West Virginia 25305

Glen B. Gainer III
State Auditor

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Memorandum

To: All State Agencies

From: Glen B. Gainer III
State Auditor

A handwritten signature in cursive script, appearing to read "Glen B. Gainer III".

Date: January 14, 2005

Re: URGENT UPDATE REQUEST

Due to the changes in administration from the governorship to the newly appointed Cabinet Secretaries, I am requesting information maintained by the State Auditor's Office be updated at your earliest convenience.

This information includes updates to the Agency Administrator and the Chief Financial Officer for each agency. The Agency Administrator must be the elected official, cabinet secretary, commissioner, or the president of a college or university.

Individuals authorized to sign travel expense account settlements are also maintained in the State Auditor's Office and must be updated. A form has been created for this purpose and is located on our website at www.wvauditor.com under the 'Forms' section of the 'Auditing' tab. The form is titled 'Travel Signature Authorization Form'.

Information regarding updates may be e-mailed to lisar@wvauditor.com or mailed to:

WV State Auditor's Office
Auditing Division
Attn: Lisa Comer
Bldg. 1 Rm. W-114
Charleston, WV 25305

If you have questions regarding the above information, please contact Ms. Lisa Comer at (304) 558-2261 ext. 2163. Your prompt attention to this matter is greatly appreciated.