



Office of the State Controller

OFFICIAL MEMORANDUM

To: Chief Financial Officers, Vice Chancellors

From: Anne Godwin, Deputy State Controller

Date: April 13, 2018

Subject: Month-End Certification Process Change

In an effort to improve the timeliness and efficiency of our month-end certification process, OSC now requires agencies and universities to email, instead of call, OSC Support Services for all Month-End Certifications.

All requests for monthly report certifications/re-certifications should be emailed to osc.support.services@osc.nc.gov. A HEAT ticket will be assigned to the pre-certification by OSC Support Services and will be emailed to the entity's contact person. Additionally, agencies and universities should use the below template to ensure all necessary information is communicated to OSC Support Services.

Attention: Office of the State Controller

Operator ID (NCAS or University):	Enter NCAS ID or University ID
Operator Name:	Enter Operator First and Last Name
Operator Phone Number:	Enter Operator Phone Number
Certification Status:	Enter Certification Status (Pre-certify, Re-Pre-Certify or Re-Certify)
Certification Month:	Enter Certification Month
Agency Number:	Enter Agency or University Number
Ticket Number:	Enter Previous Ticket Number If Status Re-Pre-Certify or Re-certify

These changes should be implemented with your next certification request. Please distribute this information to others within your organization as needed.

Should you have any questions or concerns, you can contact your financial analyst or Laura Klem at 919-707-0729 or Laura.Klem@osc.nc.gov.

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