

WV State Budget Office
Address and Authorized Personnel Form

Department Number:	
Name of Department Head and Title:	
Department Name:	
Cabinet / Bureau Name:	
Street Address:	
Building / Suite / Room Number:	
City / State / Zip:	
Do you receive Interdepartmental Mail?	☐ Yes ☐ No

Contact Information				Authorized to contact regarding: (mark all that apply)					
Name and Title	Telephone Number	Fax Number	E-mail Address	HRM			BUDGET - FINANCIALS		
				<i>ESMT</i>	<i>PSMT</i>	<i>LDPR</i>	<i>Expenditure Schedules</i>	<i>Appropriation Requests</i>	<i>Misc. Budget Info.</i>
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐

Form completed by:	Date:
---------------------------	--------------

Email completed form to state.budget.office@wv.gov
Revised 10/2024