



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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COMMISSIONER OF ADMINISTRATION

September 2, 2005

**MEMORANDUM OSRAP 06 - 06**

TO: Fiscal Officers  
All ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: Payments Affected By Hurricane Katrina

If your agency has processed a payment that generated a 'single check' on September 2, 2005 to a vendor that has an address that could have been affected by Hurricane Katrina, you should contact the vendor before you mail the payment. If the vendor advises you to change the mailing address, please complete a Vendor Change Form and send it to OSRAP so the new address can be input into ISIS. Then you may mail the payment to the vendor's new address. **Please make a note in the vendor's file** of who you talked to, the date and time, and the address the payment was mailed to in case there are any questions at a later date. After the Vendor Change Form has been entered by OSRAP the new address will be printed on all subsequent checks.

OSRAP is contacting vendors who were paid via 'consolidated check' on September 2, 2005 and who have addresses that may have been affected by Hurricane Katrina and, if necessary, will complete the Vendor Change Form.

Before your agency schedules a payment to a vendor that has an address that could have been affected by Hurricane Katrina, you should contact the vendor. If the vendor advises you to change the mailing address, please complete a Vendor Change Form and send it to OSRAP so the new address can be input into ISIS. **Please make a note in the vendor's file** of who you talked to and the date and time in case there are any questions at a later date. After the Vendor Change Form has been entered by OSRAP the new address will be printed on all subsequent checks.

Payments to vendors via Electronic Funds Transfer (EFT) should process successfully and the vendor will have access to the funds immediately upon receipt by their bank. If an EFT payment does fail, OSRAP will follow up with the vendor.

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**Please encourage the vendor to enroll in the EFT payment process.** The enrollment form and instructions can be accessed via our web site at <http://www.state.la.us/osrap/EFTforWebSite.pdf>.

Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/INDEX.HTM>. Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions.

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