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GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

November 9, 2010

OSRAP MEMORANDUM 11-13A

REVISED

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Amendment to OSRAP Memorandum 11-13 - Holiday Check Print Schedule

OSRAP Memorandum 11-13 informed you of the ISIS check print schedule for the approaching holidays. Since Monday, 12/27/10, has been declared a State Holiday, ISIS vendor checks will not be printed on Tuesday, 12/28/10. However, an automated disbursement (AD) process has been scheduled to run on Tuesday night, 12/28/10. The checks from this process will be printed and mailed on Wednesday, 12/29/10. The following schedule has been revised and represents the dates checks will be printed and mailed for the months of November, December and January:

<u>Tuesday</u>	<u>Wednesday</u>	<u>Friday</u>
11/2 No Checks - State Holiday		11/5
11/9		11/12 No Checks – Thursday Holiday
11/16		11/19
11/23		11/26 No Checks – Thursday Holiday
11/30		12/3
12/7		12/10
12/14		12/17
12/21		12/24 No Checks - State Holiday
12/28 No Checks	12/29	12/31 No Checks - State Holiday
1/4		1/7
1/11		1/14
1/18 No Checks - Monday Holiday		1/21
1/25		1/28

EFTs will run nightly, excluding holidays, and the file will be transmitted to the bank on the next business day. If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

AA:am