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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All State Agencies (Secretaries, Agency Heads, Undersecretaries, and Fiscal Officers)

FROM: Angele Davis, Commissioner of Administration

DATE: May 21, 2010

SUBJECT: Deepwater Horizon Event—Coding of Expenditures Required for Reimbursement

This is a follow-up to the memorandums dated April 26, 2010 and May 13, 2010 concerning the coding of expenditures for the Deepwater Horizon Event (BP Oil Rig Explosion).

The memorandum dated April 26, 2010 is attached to OSRAP MEMO 10-19
<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1019.pdf>.

The memorandum dated May 13, 2010 is attached to OSRAP MEMO 10-21
<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1021.pdf>.

Agencies using ISIS HR/Payroll should make all 'retroactive adjustments' to Activity Code RIG1 by 5:00 p.m. on Tuesday May 25, 2010.

Agencies using ISIS AFS should make all 'non-payroll expenditure reclassifications' to RIG1 via an agency journal voucher (J6) transaction by 5:00 p.m. on Tuesday, May 25, 2010.

Agencies not using ISIS AFS should identify expenditures by 'object category' (i.e., Personal Services, Operating Services, Supplies, Professional Services, Acquisitions, etc.) and send the summary of expenditures to the Division of Administration, Office of Statewide Reporting and Accounting Policy (OSRAP) – Attention RIG1, by 12:00 p.m. on Wednesday, May 26, 2010.

All revenues received relating to the Deepwater Horizon Event must be identified as such. ISIS agencies should code the revenue to the RIG1 Activity Code on the cash receipt documents. If you have already received revenue related to the Deepwater Horizon Event you must prepare an agency journal voucher (J6) to include RIG1 in the coding. Non-ISIS agencies must develop their own mechanism to capture and identify the Deepwater Horizon Event revenue received.

All State Agencies (Secretaries, Agency Heads, Undersecretaries, and Fiscal Officers)

May 21, 2010

Page 2 of 2

Failure to promptly code expenditures as RIG1 will delay reimbursements. Further, failure to code expenditures as RIG1 will result in the non-reimbursements of the expenditures from Public Safety Services, Office of State Police.

Failure to promptly submit the summary of expenditures to OSRAP will delay reimbursement to non-ISIS agencies. Furthermore, failure by non-ISIS agencies to submit the summary of expenditures to OSRAP will result in the non-payment of the expenditures from Public Safety Services, Office of State Police.

All expenditures after reimbursements are to be considered subject to the Executive Order Expenditure Freeze BJ 2010-6. To the extent that the reimbursement is not for essential expenditures, the monies will be considered for placement in the unallotted expenditure category. Contact your OPB state budget manager to discuss the amount of expenditures to be placed in unallotted.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation.

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