



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 7, 2005

OSRAP MEMORANDUM 06-08

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Holiday Check Print Schedule

This is to inform you of the ISIS check print schedule for the approaching holidays. It can also serve as a tool to encourage vendors to enroll in EFT. Typically, the automated disbursement process is scheduled to run on each Monday and Thursday night with the checks being printed and mailed on Tuesday and Friday mornings. If an automated disbursement cycle or check print date is on a holiday, those processes will not run. The following schedule represents the dates checks will be printed and mailed for the months of November, December and January:

<u>Tuesday</u>	<u>Friday</u>
11/1	11/4
11/8	<u>11/11 No Checks – State Holiday</u>
11/15	11/18
11/22	<u>11/25 No Checks – State Holiday</u>
11/29	12/2
12/6	12/9
12/13	12/16
12/20	12/23
<u>12/27 No Checks – Monday Holiday</u>	12/30
<u>1/3 No Checks – Monday Holiday</u>	1/6
1/10	1/13
<u>1/17 No Checks – Monday Holiday</u>	1/20
1/24	1/27
1/31	

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