



*State of Louisiana*  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

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**OSRAP MEMORANDUM 07-05**

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 (AD) 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 AD cycle or check print date is on a holiday, those processes will not run. **However, a special AD cycle will run on the night of Wednesday, November 8<sup>th</sup> and the checks will be printed and mailed on Thursday, November 9<sup>th</sup>.** The following schedule represents the dates checks will be printed and mailed for the months of November, December and January:

<u>Tuesday</u>	<u>Thursday</u>	<u>Friday</u>
		11/3
<b>11/7 <u>No Checks</u></b>	11/9	<b>11/10 <u>No Checks – State Holiday</u></b>
11/14		11/17
11/21		<b>11/24 <u>No Checks – State Holiday</u></b>
11/28		12/1
12/5		12/8
12/12		12/15
12/19		12/22
<b>12/26 <u>No Checks – State Holiday</u></b>		12/29
<b>1/2 <u>No Checks – State Holiday</u></b>		1/5
1/9		1/12
<b>1/16 <u>No Checks – Monday Holiday</u></b>		1/19
1/23		1/26
1/30		

**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