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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

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

June 6, 2012

OSRAP MEMORANDUM 12-28

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Unclassified Deposits

This is a reminder that agencies should review the ISIS *2G26 (Unclassified Deposit Summary – By Agency)* report monthly to ensure the timely classification of their deposits. The May 2012 report is now available in BUNDL.

Deposits that cannot be identified should be classified as Income Not Available (INA) and a request for more information should be submitted to the payer. Based on the response from the payer, you can either correct the classification or process a refund to the payer in the form of a Payment Voucher or Manual Warrant. Please classify Debit and Credit memos immediately using the coding for the funds they are related to. Contact Glenda Hannaman at the State Treasurer's Office at (225) 342-0049 if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2012 report, as well as all June deposits, should be classified **by 6/30/12**. Remember, you must classify all FY 12 deposits by Monday, 8/13/12.

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

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