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COMMISSIONER OF ADMINISTRATION

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

June 8, 2015

OSRAP MEMORANDUM 15-29

TO: Fiscal Officers
All ISIS Agencies

FROM: John McLean, CPA
Interim Director

SUBJECT: Unclassified Deposits

This is a reminder that you should review the ISIS **2G26 (Unclassified Deposit Summary – By Agency)** report monthly to ensure timely classification of deposits. The May 2015 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 Ashley Jarreau at the State Treasurer's Office at (225) 342-0054 or Acomeaux@treasury.state.la.us if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2015 report, as well as all June deposits, should be classified **by 6/30/15**. Remember, you must classify all FY 15 deposits by Wednesday, 8/12/15.

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/>.

JM:am