

CERTIFICATION OF AGED OUTSTANDING PAYROLL CHECK REPORT

Date

TO: Andrea P. Hubbard, Director
Office of State Uniform Payroll
Division of Administration
PO Box 94095, Claiborne Bldg, Suite 3-210
Baton Rouge, Louisiana 70804-9095

FROM: _____
Agency

Per OSUP Memorandum No. _____, attached is our Report of Aged Outstanding Payroll Checks as of _____, stating the status of each outstanding check issued for our Agency Number.

A reasonable effort has been made by this agency to locate each employee on the Outstanding Check Report.

I hereby certify that the information submitted is correct per our records and that all exceptions have been noted.

Sincerely,

Department Head

Attachments