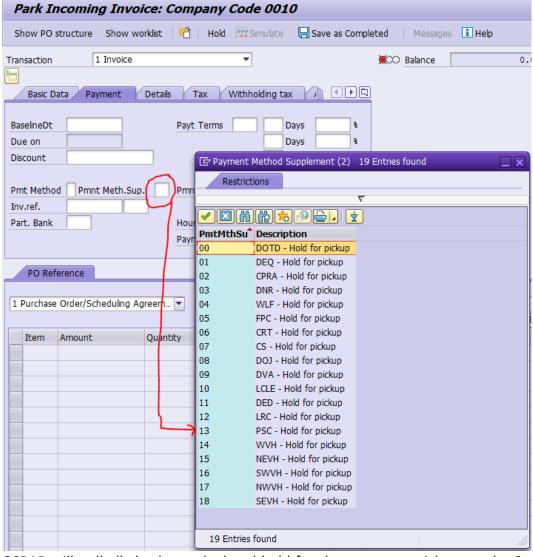
Office of State Uniform Payroll Procedure Title: Indicate Check Payment Should be Pulled for Agency Pick Up Unit: Benefits and Financial Administration Unit Page Number: 1 of 2 Contact: _DOA-OSUP-BFA@la.gov

The Office of State Uniform Payroll (OSUP) is the accounts payable Central Control Agency for vendor payment processing for the LaGov ERP system. Agencies should follow this procedure to request a check payment be pulled by the Office of Statewide Reporting and Accounting Policy (OSRAP) staff.

Select "single flag" and then select applicable agency number from the drop down list for "Payment Method Supplement" as shown below:



OSRAP will pull all checks marked and hold for the agency to pick up at the State Treasurer's

Office of State Uniform Payroll	
Procedure Title: Indicate Check Payment Should be Pulled	Revision Date: 11/09/2020
for Agency Pick Up	Issue Date: 06/25/2019
Unit: Benefits and Financial Administration Unit	Page Number: 2 of 2
Contact: _DOA-OSUP-BFA@la.gov	

Office. Agencies not wishing to pick up their checks in person must make arrangements with the State Treasurer's Office to have their checks sent via messenger mail or mailed to the agency.