

Facility Planning and Control  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

March 2, 2018

To: Non-State Entity Fiscal Officers

From: Mark A. Moses  
Director

A handwritten signature in blue ink, appearing to read "mam", is written over the printed name "Mark A. Moses".

Re: Implementation of OSRAP Expenditure Coding Requirements for Non-State Projects

The Office of Statewide Reporting and Accounting Policy has implemented new expenditure coding requirements beginning Fiscal Year 18 (July 1, 2017) for all Non-State projects that submit the first Request for Disbursement (RD# 1) for a project after July 1, 2017. Non-State Entities are required to utilize the general ledger (G/L) expenditure codes attached herein. The G/L codes must be provided on all request for disbursements, purchase orders, contracts, invoices, concurrences, and supporting documentation when submitting a RD to the office of Facility Planning and Control. Facility Planning and Control will not be able to disburse funds to the Non-State Entity if the required coding is not provided.

Attached is a table which shows how your expenditures should be coded. In addition to coding all future transactions to expenditure G/Ls as described above and in the attached table, you must provide the G/Ls for all expenditures already processed for fiscal year 2018 to ensure that all transactions for the fiscal year will be coded correctly. If you have any questions about these new requirements, please contact the Office of Statewide Reporting and Accounting Policy at 225-342-1097.

Thank you for your attention to this matter.