



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 18, 2001

MEMORANDUM OSRAP 02-12

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Holiday Check Print Schedule

This will inform you of the ISIS check print schedule for the approaching holidays. To encourage vendors to enroll in EFT and to ease the burden from the shift of the check printing duties to this office, we will no longer adjust automated disbursements (AD) for holidays. Therefore, if an automated disbursement cycle or check print date falls on a holiday, those processes will not run. Typically, the automated disbursement processed is scheduled to run on each Monday and Thursday night with the checks being printed and mailed on Tuesday and Friday mornings. This means that during the months of November, December and January checks will be printed and mailed on the following dates:

<u>Tuesday</u>	<u>Friday</u>
11/6	11/2
11/13 <u>No Checks - Mon holiday</u>	11/9
11/20	11/16
11/27	11/23 <u>No Checks Thurs. holiday</u>
12/4	11/30
12/10	12/7
12/18	12/14
12/25 <u>No Checks -Tues holiday</u>	12/21
1/1 <u>No Checks - Tues holiday</u>	12/28
1/8	1/4
1/15	1/11
1/22	1/18
1/29	1/25
	2/1

As usual, EFTs will run each night and the file will be transmitted to the bank on the next business day.

If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097. All OSRAP Memos may be found at <http://www.state.la.us/OSRAP/samems.htm>.

FHK: rtj