



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 3, 2002

MEMORANDUM OSRAP 02-30

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: OSRAP Relocation to Claiborne Building

OSRAP will be moving on Friday, June 21 to the Claiborne Building. As a result, our office personnel and the Help Desk will be unavailable on that day. **We will not print AFS vendor checks on Friday June 21.** The AFS check print process will resume on Tuesday June 25, 2002. All voice mail messages left on June 21 will be returned no later than Tuesday, June 25.

Following the move, our phone numbers and Post Office Box address will remain the same. However, our physical address will be 1201 North 3^d Street, Baton Rouge, LA 70804, Suite 6-130.

Your cooperation during this time is appreciated. If you have any questions regarding this memorandum, contact the OSRAP Help Desk at (225) 342-1097.

FHK:am

c: Whit Kling
Deputy Undersecretary