



**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 02-31**

TO: Fiscal Officers  
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM  
Director

SUBJECT: Aged Outstanding Checks Report

Attached you will find a report listing checks issued through ISIS which are outstanding against appropriations within your agency. This report includes checks that have been outstanding from 30 days to over 180 days as of 6/3/02. It consists of the Bank Code, Check Number, Fund, Check Date, Vendor Name, Check Amount, Status and the Number of Days the check has been outstanding.

Each agency should use this report to resolve any outstanding checks by June 25, 2002. This will minimize the number of voids during the annual close process. Your agency will only have a copy of the attached report if you have one or more checks that have been outstanding for more than 30 days. If the obligation for which the check was issued is still open and you can reissue the check to the vendor, do so at once. If the obligation is still outstanding and you cannot locate the vendor, notify the State Treasurer's Office (STO) so that the funds may be turned over to the Unclaimed Property Section. For detailed instructions on voiding checks see OSRAP Memorandum 02-24.

**This report will be updated at the beginning of every month by OSRAP and is located at <http://www.state.la.us/OSRAP/INDEX.HTM>, directly beneath the Vendor Training Manual button.** If you have any questions regarding this memorandum or have problems downloading the information, contact the OSRAP Help Desk at (225)342-1097.

FHK:am

c: Mr. Gary Hall, CPA