



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 31, 2002

MEMORANDUM OSRAP 03-05

TO: Fiscal Officers

FROM: F. Howard Karlton, CPA
Director

SUBJECT: Revised schedule for printing checks

The printing schedule for vendor checks currently calls for a two day per week cycle, EFT payments continue to be processed on a daily basis. Starting in September 2002, OSRAP will assume the responsibility, from OCS, for print check production in-house. As a result, there will be much heavier involvement of OSRAP staff. For this reason, as well as increasing utilization of the consolidated check process, improvement of cash management, and stimulating increased utilization of EFT, the Division of Administration and the Office of the State Treasurer are seeking your input on the option of reducing the check printing cycle to once per week (i.e. Wednesday).

We are requesting your input as to the acceptability and/or impact to your agency operations of this proposed production cycle change. Please keep in mind that the EFT production cycle would remain on a daily basis and if the reduced check write schedule creates a problem with your suppliers you may want to encourage them to sign up for EFT. As we have a short time period to consider the change I would request that you provide your comments on this proposed print cycle change to this office by August 15th.

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c: Mr. Ron Henson
Mr. Gary Hall, CPA
Mr. Whit Kling, CPA