



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

September 23, 2002

Memorandum OSRAP 03-06

TO: Agency Fiscal Officers
FROM: F. Howard Karlton
SUBJECT: Frequency of Check Writes

A few weeks ago I asked you to respond to a suggestion to reduce from two to one the number of check writes this office performed in one week. I appreciated the responses received and as mentioned in that letter, your comments were reviewed. As a result of your input, we will continue printing checks twice per week and will periodically appraise the situation.

You should encourage your vendors to sign up for Electronic Fund Transfers (EFT). By using EFT, the vendor will be paid daily and will no longer have to face the hassle of depositing the paper check they receive from the state as, by definition, this function is automatic. It is truly a win-win proposition for all involved. Have them contact this office at the address and phone numbers in our letterhead and we would be happy to enroll them.

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