



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 16, 2002

MEMORANDUM OSRAP 03-11

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Revisions to ISIS Vendor Checks

On Friday, October 11, 2002, OSRAP began printing the ISIS vendor checks in-house at the Claiborne Building. As a result of relocating the check print process, the check paper stock and the stub information changed. The in-house checks are green and the stub information appears on the check as long as it is 20 lines or less. If the stub contains more than 20 lines, no remittance details are printed and the vendors are referred to the OSRAP Vendor Search website.

Due to problems encountered with ISIS yesterday, we did not print vendor checks or transmit EFT's. However, we will print checks today at the Data Center. The EFT's scheduled to be transmitted yesterday will be sent today. CMIA agencies, remember to adjust your draws accordingly.

Vendors will receive the pink checks that are used at the Data Center for possibly the next week. After that we will return to the green checks run in the OSRAP office. If you have questions concerning these changes, please call the OSRAP Help Desk at (225) 342-1097.

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