



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

November 27, 2002

MEMORANDUM OSRAP 03-19

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Policies and Procedures Manual Updates

The Office of Statewide Reporting and Accounting Policy (OSRAP) has revised two chapters in the Policies and Procedures Manual and issued another six chapters. These chapters provide detailed policies and procedures for all Louisiana agencies. Chapters are available in PDF format on our Internet Home page. The following chapters have been issued or reissued:

Chapter 2 - Structure (Revised)
Chapter 5 - CMIA
Chapter 7 - Payments
Chapter 8 - Journal Vouchers (Revised)
Chapter 10 - Grants
Chapter 15 - 1099 Reporting
Chapter 16 - Year End Close Process
Chapter 17 - Vendor Processing

Please continue checking our website for future changes. When a chapter has been revised, the word "Revised" and a date will follow the chapter number. Should you have questions concerning this memorandum or if you have difficulty accessing these chapters, notify our Help Desk at (225) 342-1097. You may request a hard copy at the same number if you can not download and print from your local area printer.

FHK: am

c: Mr. Whitman J. Kling
Deputy Undersecretary