



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 25, 2003

MEMORANDUM OSRAP 04-09

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: ISIS Vendor Checks

Due to system maintenance, OSRAP will not print AFS checks tomorrow, Friday, September 26, 2003 and ISIS will be unavailable for users until approximately 12:00 noon on Saturday, September 27, 2003. We will resume our regular ISIS checkprint schedule next week on Tuesday, September 30, 2003 and Friday, October 3, 2003. Electronic Fund Transfers (EFTs) will not be affected by this maintenance and will be processed in the nightly cycle and transmitted to the State's bank as usual.

All payments to Non-EFT vendors with a scheduled payment date between Tuesday, September 23, 2003 and Monday, September 29, 2003 will be processed in the nightly cycle on Monday, September 29, 2003. These vendor checks will be printed and mailed on Tuesday, September 30, 2003.

Should you have any questions concerning this memorandum, contact the OSRAP Help Desk at (225) 342-1097.

FHK:AM