



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

October 16, 2003

OSRAP MEMORANDUM 04-13

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Holiday Check Print Schedule

This will inform you of the ISIS check print schedule for the approaching holidays. It can also serve as a tool to encourage vendors to enroll in EFT. If an automated disbursement cycle or check print date falls on a holiday, those processes will not run. Typically, the automated disbursement process is scheduled to run on each Monday and Thursday night with the checks being printed and mailed on Tuesday and Friday mornings. This means that during the months of November and December checks will be printed and mailed on the following dates:

<u>Tuesday</u>	<u>Friday</u>
11/4	11/7
11/11 <u>No Checks – State holiday</u>	11/14
11/18	11/21
11/25	11/28 <u>No Checks - Thurs. holiday</u>
12/2	12/5
12/9	12/12
12/16	12/19
12/23	12/26 <u>No Checks –Thurs. holiday</u>
12/30	

EFTs will run nightly, excluding holidays, and the file will be transmitted to the bank on the next business day. If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

FHK:cc