



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

February 4, 2004

**MEMORANDUM OSRAP 04-23**

TO: All Departments, Agencies, and Organizational Unit  
within the State of Louisiana

FROM: Afranie Adomako, CPA  
Acting Director

RE: Special Project – Cooperative Endeavors

By request from the Office of Commissioner, please submit to this office no later than **Monday, February 16, 2004** your agency's cooperative endeavors that are active as of January 15, 2004, and may not be listed on the attached printout. From the attached printout identified as "Contracts in CFMS-COP Active as of 01/15/2004, COP document type," list each contract reported by your agency on the attached worksheet and provide the requested information. Then, list any Non-COP document type cooperative endeavor contracts on the attached worksheet.

To facilitate reporting, it is requested that you provide the information in an Excel worksheet utilizing the format illustrated by the attachment. The format is available on request from Katherine Porche. All responses must be e-mailed to OSRAP at [Katherine.Porche@LA.gov](mailto:Katherine.Porche@LA.gov) by the due date indicated above.

Any questions should be directed to Ms. Katherine Porche at (225) 219-4442.

AA:kbp

[Click here for Attachment](#)