



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

May 11, 2004

**OSRAP MEMORANDUM 04-28**

TO: Fiscal Officers  
ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: FY 04 Commodity-based Purchases Not Encumbered by 6/30/04

Agencies should make every effort to enter and encumber all commodity-based purchases and contracts by 6/30/04. All commodity-based purchases and contracts for FY04 that require the encumbrance of AGPS purchase orders and CFMS contracts should be entered into AGPS/CFMS and encumbered on or before 6/30/04. After 6/30/04, it will not be possible to encumber a transaction in AGPS/CFMS for Fiscal Year 04. All increases and substitutions, OCHG/KAMDs, to existing AGPS/CFMS encumbrances must also be entered and encumbered by 6/30/04. AGPS/CFMS will not allow an increase or new line to an existing encumbrance after 6/30/04 for Fiscal Year 04.

Although AFS will allow the establishment of an encumbrance and/or an increase of an AFS PO after June 30, it is illegal for agencies to do so. We suggest that agencies with field offices give those offices sufficient time to enter encumbrances into ISIS prior to June 30.

The Office of State Purchasing and OSRAP are aware that there are instances when last minute emergency purchases make it impossible to meet the deadline. An adjustment will be made to the dollar limit of the AGPS LDO transaction to allow agencies to pay for commodity-based purchases that were not encumbered by 6/30/04 and are \$10,000 or less. The limit will be set back to \$500.00 on August 15, 2004.

It should be noted that this change will raise the dollar limit on the LDO transaction for both FY04 and FY05. However, it is the policy of the Division of Administration that agencies should only process LDOs of \$500.00 or more for **FY04 purchases only**. The use of the raised limit is intended for FY04 purchases only and it will be

Page 2  
OSRAP Memo 04-28  
May 11, 2004

monitored by OSRAP. Failure to follow the procurement code as outlined in R. S. 39 Chapter 17 will result in the transaction being null and void. Any violations will be reported to the Office of State Purchasing and the Office of the Legislative Auditor.

If you have any questions, call the OSRAP Help Desk at (225) 342-1097. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>.

AA: am

C: Mr. Marty Milner  
Ms. Denise Lea