



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO

GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 9, 2004

OSRAP MEMORANDUM 05-01 – ADDENDUM

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Automated Disbursements Cycle On August 13, 2004

An Automated Disbursements (AD) cycle will run during the nightly cycle on 8/13/2004. This is in addition to the AD cycles noted in OSRAP MEMO 05-01.

The 8/13/04 AD cycle will include all BFY 04 and 05 payment vouchers with scheduled payment dates through 8/14/04.

The additional AD cycle means there will be 3 cycles of checks printed on 8/17/2004:

- The 8/13 nightly AD cycle for FY 04 and FY 05 with checks dated 8/13.
- The 8/14 Clearpay cycle for FY 04 with checks dated 8/14.
- The 8/16 nightly AD cycle for FY 05 with checks dated 8/17.

Please ensure that cash for both fiscal years is available on the dates the AD cycles run.

If you have any questions, please contact 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>.

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