



State of Louisiana  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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May 5, 2005

**OSRAP MEMORANDUM 05-13**

TO: Fiscal Officers  
ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: Vendors Awaiting EFT Activation

This memorandum is to inform all ISIS agencies that the following vendors have been awaiting EFT activation since April 27, 2004 and March 30, 2005, respectively:

<u>Vendor Name</u>	<u>Vendor Number</u>
Corporate Express	XXXXXXXXXX XX
Cingular Wireless	XXXXXXXXXX XX

Due to the large volume of payments being generated to these vendors, both vendors continuously appear on the SCHD table in ISIS. OSRAP procedure for EFT activation requires that no payment be present on the SCHD table at the time of EFT activation.

In order to facilitate EFT activation of these vendors, **we are asking that all ISIS agencies refrain from entering and scheduling payments to these vendors from Friday, May 20, 2005 thru Monday, May 23, 2005.** ISIS agencies may resume processing payments on Tuesday, May 24, 2005.

Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions regarding this memorandum.

AA:dh