



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

October 8, 2007

OSRAP MEMORANDUM 08-06

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Holiday Check Print Schedule

This is to 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. Typically, the automated disbursement (AD) process runs on each Monday and Thursday nights and the checks are printed and mailed on Tuesday and Friday mornings. If an AD cycle or check print date is on a holiday, those processes will not run. The following schedule represents the dates checks will be printed and mailed for the months of November, December and January:

<u>Tuesday</u>	<u>Friday</u>
	11/2
11/6	11/9
<u>11/13 No Checks – Monday Holiday</u>	11/16
11/20	<u>11/23 No Checks – State Holiday</u>
11/27	11/30
12/4	12/7
12/11	12/14
12/18	12/21
<u>12/25 No Checks – State Holiday</u>	12/28
<u>1/1 No Checks – State Holiday</u>	1/4
1/8	1/11
<u>1/15 No Checks – Monday Holiday</u>	1/18
<u>1/22 No Checks – Monday Holiday</u>	1/25
1/29	

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.

AA:cc