

BOBBY JINDAL  
GOVERNOR



PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Statewide Reporting and Accounting Policy**

March 25, 2011

**MEMORANDUM OSRAP 11-23**

TO: All Department Secretaries and Undersecretaries

FROM: Afranie Adomako, CPA,  
Director

RE: Guidance for Tracking West Delta 117 Expenditures and, if applicable, Reimbursements

OSRAP requests that agencies establish new ORGNs for this event. All expenditures, including payroll, should be coded to the new ORGN(s).

In addition to expenditure ORGNs, all agencies should request new IAT revenue ORGNs.

The only requirement is that when an agency is completing their ORGN Request Form, the 30 character ORGN Name must begin with West Delta 117 in the first 13 spaces. This will provide the uniformity needed for OSRAP to compile data.

Please send OSRAP your ORGN Request Form as soon as possible. The OSRAP fax number is 225-342-1053 or email it to James Lodge at [James.Lodge@la.gov](mailto:James.Lodge@la.gov) and Donnie Ladatto at [Donnie.Ladatto@la.gov](mailto:Donnie.Ladatto@la.gov). If you plan to use Reporting Category(ies) in addition to the new ORGN, please send us an email with the name of the Reporting Category(ies).

If you have any questions regarding the US Coast Guard (USCG) PRFA process, please contact Kay DeBenedetto at 225-925-6400 or by e-mail at [kay.debenedetto@dps.la.gov](mailto:kay.debenedetto@dps.la.gov).

AA:dl