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GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

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

November 9, 2011

OSRAP MEMORANDUM 12-10

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 also serves to encourage vendors to enroll in EFT. Typically, the automated disbursement (AD) process runs on each Monday and Thursday night 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. Since Friday, 12/23/11, and Monday, 12/27/11, have been declared State Holidays, an AD process has been scheduled to run on Wednesday night, 12/28/11. The checks from this process will be printed and mailed on Thursday, 12/29/11. The following schedule represents the dates checks will be printed and mailed for the months of November, December and January:

| <u>Tuesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---|-----------------|---|
| 11/1 | | 11/4 |
| 11/8 | | <u>11/11 No Checks – State Holiday</u> |
| 11/15 | | 11/18 |
| 11/22 | | <u>11/25 No Checks – State Holiday</u> |
| 11/29 | | 12/2 |
| 12/6 | | 12/9 |
| 12/13 | | 12/16 |
| 12/20 | | <u>12/23 No Checks – State Holiday</u> |
| <u>12/27 No Checks</u> | 12/29 | <u>12/30 No Checks – State Holiday</u> |
| <u>1/3 No Checks - Monday Holiday</u> | | 1/6 |
| <u>1/10 No Checks - Monday Holiday</u> | | 1/13 |
| <u>1/17 No Checks - Monday Holiday</u> | | 1/20 |
| 1/24 | | 1/27 |
| 1/31 | | |

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:am