



BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

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

January 5, 2012

OSRAP MEMORANDUM 12-10A

REVISED

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Amendment to OSRAP Memorandum 12-10 - Holiday Check Print Schedule

OSRAP Memorandum 12-10 informed you of the ISIS check print schedule for the holidays. Since Monday, 1/9/12, has been declared a State Holiday for Baton Rouge only, an Automated Disbursement process has been scheduled to run on Monday night, 1/9/12. The checks from this process will be printed and mailed on Tuesday, 1/10/12. The following schedule has been revised to reflect this change:

<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
1/10		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