The Office of State Uniform Payroll (OSUP) is the accounts payable Central Control Agency for vendor payment processing for the LaGov ERP system. Agencies should follow this procedure to request a check payment be pulled by OSUP staff.

Select “single flag” and then select applicable agency number from the drop down list for “Payment Method Supplement” as shown below:
The OSUP BFA Unit will pull all checks marked and hold for the agency to pick up at OSUP’s location in the Claiborne Building or will distribute by Messenger Mail or regular mail to the agency’s address. The preferred distribution method for pulled checks is indicated by the agency by completing form OSUP/F104 LaGov AP Agency Checks Pulled Authorization Form.