

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 1, 2017

OSRAP MEMORANDUM 18-08

TO: Fiscal Officers
All ISIS and LaGov Agencies

FROM: Afranie Adomako, CPA
Director of Management & Finance DOA

SUBJECT: Organization Structure – Organization Manager tied to LaGov Position Number

As stated in OSRAP Memo 17-09, the Office of Statewide Reporting and Accounting Policy (OSRAP) requires the Organization Manager field on the ISIS Organization Form to include the position number of the cost center approver for the LaGov/SRM workflow. The Organization Manager field for add or change ISIS Organization Request Forms must be filled out for organization types 1 (revenue) and 2 (expenditures).

The Organization Form can be found on our website at:
<http://www.doa.la.gov/osrap/library/Forms/orgform.pdf>

If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097. Please distribute copies of this memorandum to the appropriate individuals at your agency.

If you should have any questions concerning this memo, please call the OSRAP Help Desk at (225) 342-1097.

AA:jw