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GOVERNOR

STAFFORD OLIVIA PALMIERI
COMMISSIONER OF ADMINISTRATION

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

November 10, 2015

OSRAP MEMORANDUM 16-09

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: John McLean, CPA
Interim 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 Electronic Vendor Payment (EVP) or Electronic Fund Transfer (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. The following schedule represents the dates checks will be printed and mailed for the months of November, December and January:

<u>Tuesday</u>	<u>Friday</u>
11/3	11/6
11/10	11/13
11/17	11/20
11/24	<u>11/27 No Checks - State Holiday</u>
12/1	12/4
12/8	12/11
12/15	12/18
12/22	<u>12/25 No Checks - State Holiday</u>
12/29	<u>1/1 No Checks - State Holiday</u>
1/5	1/8
<u>1/12 No Checks - Monday Holiday</u>	1/15
<u>1/19 No Checks - Monday Holiday</u>	1/22
1/26	1/29

EFTs and EVPs will run nightly, excluding holidays, and the file will be transmitted to the bank or the credit card on the next business day. If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

JM:ipk