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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

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

April 4, 2014

**OSRAP MEMORANDUM 14-22**

TO: Fiscal Officers  
ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: Agency Account numbers coded on Bellsouth Telecommunications Payments

Agencies paying Bellsouth Telecommunications, vendor number ending 6120 location 18, **should code** their 13 character account number in the ISIS Purchase Order (PO) Description field. Please do not use spaces or dashes when coding this 13 character account number. See example below.

```
OPEN P V LINE INQUIRY
VENDOR= XXXXX6120 18 VOUCHER NO= 900 147572980
VENDOR INVOICE= FONTBLEUPK8 LINE NO= 02
DESCRIPTION: 985MXXXXXXXXX1_
```

This change is being implemented to help AT&T match your invoices in the AT&T accounting system for Electronic Vendor Payments (EVP).

If you have any questions regarding this memo, please call the OSRAP Help Desk at 225-342-1097 and ask for James or email [OSRAP-EVP@LA.gov](mailto:OSRAP-EVP@LA.gov)

AA:jbl