

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

August 20, 2020

OSRAP MEMORANDUM 21-05

TO: Fiscal Officers
All ISIS/LaGov Agencies

FROM: Lindsay Schexnayder, CPA
State Accounting Systems Director

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

As stated in OSRAP Memo 20-02, 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 OSRAP website at:
<http://www.doa.la.gov/osrap/library/Forms/orgform.pdf>

If you should have any questions concerning this memo, please call the OSRAP Help Desk at 225.342.1097 or email OSRAP-HelpDesk@la.gov.

LS: jbl