



BOBBY JINDAL  
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

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

October 1, 2015

**MEMORANDUM OSRAP 16-07**

TO: Fiscal Officers  
ISIS Agencies  
LaGov Agencies

FROM: John McLean, CPA  
Interim Director

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

The Office of Statewide Reporting and Accounting Policy (OSRAP) will now require the organization manger field to include the position number of the cost center approver for the LaGov/SRM workflow. The organization manager field on the ISIS Organization request form 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.

JM:brt