



Health Sciences Center
HEALTH CARE SERVICES DIVISION

TO: Chief Financial Officers
First Assistants
Accounts Payable Supervisors
Purchasing Directors

FROM: Art Landry, Director of Financial Services

DATE: April 16, 2004

RE: Holding Vendor Payments

Effective immediately, we will discontinue normal Accounts Payable Pay Cycles until further notice. Instead, the Pay Cycle will only be scheduled when it has been determined that adequate cash is available for payment of **both** payroll obligations and vendor payments. Please note this does not apply to the daily Wire Pay Cycles (pharmaceutical, lease payments, etc.) and Payroll Payables. Normal Payroll schedules, payroll payables, and wire payments will continue to be made on a daily or routine basis.

Central Office will process Manual Accounts Payable checks for those vouchers where payment is needed immediately. Manual checks will only be processed once per week. The criteria and procedures that should be followed are detailed in the attached document (CMP017 – Manual AP Check Request). The criteria for requesting and approving manual checks has changed, so please review this document. The Business Units may be required to submit documentation from the vendor regarding account status.

Please contact Debbie Loper either by phone at (225) 922-0777 or by email at dloper@lsuhsc.edu if you have any questions.

cc: Bob Plaisance
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