

DATE: September 6, 2017

TO: Agency Addressed (No. 09, 2017-2018)

FROM: Rachael Lieblick, Interim Director  
Division of Accounting and Auditing  
Department of Financial Services (DFS)

SUBJECT: SEPTEMBER 8 OFFICE CLOSURE

In preparation for state office closures on September 8, 2017, the Department of Financial Services Division of Accounting & Auditing has adjusted the following activities.

- The Bureau of Auditing will not be available on September 8, 2017 to receive agency vouchers. Agencies can resume delivery of vouchers on September 11, 2017. If you have any questions, please contact the Bureau Auditing at (850) 413 – 5512.
- The Bureau of State Payrolls will process the biweekly payroll according to the current Agency Payroll Calendar. It will process on September 11, 2017 and the pay date will be September 15, 2017. If you have any questions, please contact Sherry Carswell at (850) 413-5597.
- The Bureau of State Payrolls is extending the EFT Cancellation deadline for the biweekly to 1:00 p.m. on September 13, 2017. If you have any questions, please contact Sherry Carswell at (850) 413-5597.
- The Bureau of Vendor Relations will release the supplemental payroll warrants on September 7, 2017. These warrants have a warrant date of September 11, 2017. If you have any questions, please contact the Vendor Ombudsman at (850) 413-5516.
- Expense warrants will not be released to agency couriers on September 8, 2017; the Transmittal Office will be closed. If you have any questions, please contact the Vendor Ombudsman at (850) 413-5516.
- Treasury will be closing the FLAIR cash receipts process at 12:00 p.m. on September 8, 2017 instead of 3:00 p.m. If your agency is expecting to receive funds that need to be verified on September 8, 2017, please have all FLAIR entries and EFT notifications prepared and submitted prior to 12:00 p.m. on September 8, 2017. If you have any questions, please contact Jennifer Pelham at (850) 413-2776.