

Memorandum



TO: All State Agencies

**FROM: Glen B. Gainer III
State Auditor**

DATE: January 23, 2007

RE: Print Run Schedule Operations

With the beginning of a new year, I want to take this opportunity to advise you of some changes the State Auditor's Office will be implementing relating to the printing of paper state warrants.

As you may be aware, the West Virginia State Auditor's Office is charged by the WV State Constitution to produce warrants for all payments related to amounts due to various entities throughout the state. In that regard, we are always striving to streamline our processes for the betterment of the state and the convenience of our user community. To initiate this effort, the Auditor's Office will be acquiring new printers in the near future, and the State Treasurer's Office at that time will combine some of their post processing activities with the new printers. In an effort to make this a reality, I am asking your assistance in incorporating a change in the current way that we process your requests for the printing of paper state warrants.

Currently, we have not had regularly scheduled printing times due to the fact that the State Auditor and Treasurer's processing were separate and apart. Since this is changing, we will need to implement a regularly scheduled time for the printing of paper state warrants. After requesting that my staff review our current printing workflow, they have determined that the printing schedule attached to this communiqué is the most feasible in order to accomplish our goal of combining these functions.

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Therefore, effective February 1st, 2007, we will begin implementing the attached schedule that indicates at what times throughout the day we will be printing paper state warrants. If your request for the printing of state warrants is received prior to a regularly scheduled printing, it will be printed at that time. If your request is received after the scheduled time, the request will be processed at the next regularly scheduled printing.

I would like to take this opportunity to thank you in advance for your cooperation in ensuring a smooth and efficient transition as we begin implementation of this new process. If you have questions concerning any of the above or should need additional information, please feel free to call me at your convenience.

GBGIII:cc

c: Robin Brumfield
Melinda McNabb
Todd Childers
Lisa Comer

Attachment



PRINT RUN SCHEDULE OPERATIONS

EPIC PAYROLL, Manual Vendor and & OFF SYSTEM RUNS:

(INCOME TAX, WELFARE, INSURANCE, PEIA, CHIP, WVACCESS, RETIREMENT, VETERANS, GAS TAX)

9:00AM

11:00AM

1:00PM *

3:00PM

* Note: All Manual vendor checks requested and approved will be printed at this time. Paperwork must be received no later than 11:30 a.m.