



## STATE CONTROLLER'S OFFICE – BULLETIN 12-03-2018

Wisconsin Department of Administration – Division of Executive Budget and Finance

---

### BULLETIN 12-03-2018

---

#### **STAR Checks**

Federal offices, including the post office, will be closed on Wednesday to honor the late President George H. W. Bush. Therefore, there will **not** be a STAR check paycycle run on Wednesday, December 5<sup>th</sup>.

We will be picking up all vouchers to be paid by check, with a scheduled due date through 12/05/2018, in tomorrow (12/04/2018) morning's check paycycle. These payments will have a check date of 12/04/2018.

Vouchers entered or approved on 12/04/2018, that need to be mailed before Thursday can be processed as on-demand through 2:30 PM tomorrow (12/04/2018). If you have a voucher that needs to be picked up in the on-demand paycycle, please email the specialized disbursement mailbox ([DOASCOSPECIALIZEDDISBURSEMENTS@wisconsin.gov](mailto:DOASCOSPECIALIZEDDISBURSEMENTS@wisconsin.gov)) and Monique Spencer with the Voucher ID. I have included a link below to the on-demand accounting manual section.

<https://doa.wi.gov/budget/SCO/Wisconsin%20Accounting%20Manual%2005%20AP%2005-11%20On-Demand%20Payments.pdf>

Any remaining vouchers scheduled to be paid on 12/05/2018 will be picked up in Thursday's check paycycle.

The ACH and LGIP paycycles will process as normal.

If you have any questions or concerns, please contact Karolyn Cassidy at [karolyn.cassidy@wisconsin.gov](mailto:karolyn.cassidy@wisconsin.gov).