



**JAMES L. McINTIRE**  
State Treasurer

**State of Washington**  
**Office of the Treasurer**

## Memorandum

May 15, 2009

**TO:** Agency Fiscal Officers  
**FROM:** Darrel Jensen  
**SUBJECT:** OST Fiscal Year 2009 Closing Schedule

The following schedule provides cutoff dates and times for fiscal year 2009 treasury activity. The due date is defined as the date received by the Office of the State Treasurer (OST) unless otherwise specified. This schedule is also accessible through our website until September 14, 2009 (<http://tre.wa.gov/OST/ClosingFY09.pdf>).

### June 2009 (AFRS Fiscal Month 24)

#### Cash Receipts Journal Summary – A8’s and Deposit Slips

Deliver to:	Office of the State Treasurer Cash Management Division General Admin. Bldg. Room 125 Olympia, WA	or	FAX to:	Office of the State Treasurer Cash Management Division Attn: Treena Piepgras (360) 704-5107
		or	Mail to:	Office of the State Treasurer Cash Management Division P.O. Box 40202 Olympia, WA 98504-0202 Mail Stop: 40202
		or	E-mail to:	A8@tre.wa.gov
		or	TMS:	Direct agency entry

Cutoff: 3 p.m. on 6/30/09

Note: Please mail, fax, deliver, or enter only one document to avoid duplicate entries.

#### Warrants and Warrant Registers – A1’s

Deliver Warrant Registers to:	Office of the State Treasurer Warrant Management Division General Administration Building Room B6 Olympia, WA
Cutoff:	2 p.m. on 6/30/09

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 29, 2009, in order to be included in fiscal year 2009 business.

**Warrant Cancellation Journal Vouchers – A7’s and Warrant or Affidavit of Lost or Destroyed Warrant**

Deliver to: Office of the State Treasurer or Mail to: Office of the State Treasurer  
Warrant Management Division Warrant Management Div.  
General Admin. Bldg. Room B6 P.O. Box 40207  
Olympia, WA Olympia, WA 98504-0207  
Mail Stop: 40207

Cutoff: 9 a.m. on 6/30/09

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2009.

**Electronic Fund Transfer (EFT) Journal Vouchers – A7’s**

Deliver to: Office of the State Treasurer or FAX to: Office of the State Treasurer  
Cash Management Division Cash Management Division  
General Admin. Bldg. Attn: Cindy Doughty  
Room 125 (360) 704-5155  
Olympia, WA

or Mail to: Office of the State Treasurer  
Cash Management Division  
Attn: Cindy Doughty  
P. O. Box 40202  
Olympia, WA 98504-0202  
Mail Stop: 40202

Cutoff: Noon on 6/29/09

Note: Please mail, fax, or deliver only one document to avoid duplicate entries. Agencies may also send their requests via email to: [eftjv@tre.wa.gov](mailto:eftjv@tre.wa.gov). You will receive an email confirmation response from OST when the EFT JV is received in the [eftjv@tre.wa.gov](mailto:eftjv@tre.wa.gov) mailbox.

**Health Care Authority Journal Vouchers – A7’s**

Mail to: Health Care Authority or Deliver to: Health Care Authority  
P.O. Box 42694 676 Woodland Square Loop  
Olympia, WA 98504-2694 Lacey, WA  
Mail Stop: 42694

Cutoff: Noon on 6/24/09 (HCA due date)

**OASI Journal Vouchers – A7’s (Fund 877 Source 0615) and/or (Fund 001 Source 0420)**

Mail to: Employment Security Dept. or Deliver to: Employment Security Dept.  
OASI Section OASI Section  
P.O. Box 9046 212 Maple Park  
Olympia, WA 98507-9046 Olympia, WA  
Mail Stop: 6000

Cutoff: 5 p.m. on 6/23/09 (OASI Section due date)



## Bank Fees

For agencies in which OST payment of bank fees is applicable, the fees will be booked as interagency receivables/payables. Prior approval by OST is required before OST will pay the fees. End of year/biennium closing procedures require interagency receivables/payables to agree between agencies. Agencies are responsible for posting their side of the transaction in AFRS. Please be advised that the AFRS phase 2 cutoff for posting interagency payables for the accounting-related charges is September 11, 2009.

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**If you have any questions, please contact one of the people listed below:**

<b>Questions pertaining to:</b>	<b>Contact</b>	<b>Telephone</b>	<b>E-Mail</b>
Cash Receipts	Treena Piepgras	902-8907	<a href="mailto:Treena.Piepgras@tre.wa.gov">Treena.Piepgras@tre.wa.gov</a>
Warrants and Warrant Registers	Ed LeRiche	902-8989	<a href="mailto:Ed.LeRiche@tre.wa.gov">Ed.LeRiche@tre.wa.gov</a>
Warrant Cancellations	Toni Doyle	902-8986	<a href="mailto:Toni.Doyle@tre.wa.gov">Toni.Doyle@tre.wa.gov</a>
Electronic Fund Transfers	Cindy Doughty	902-8908	<a href="mailto:Cindy.Doughty@tre.wa.gov">Cindy.Doughty@tre.wa.gov</a>
Health Care Authority	Ryan Jory	923-2865	<a href="mailto:Ryan.Jory@hca.wa.gov">Ryan.Jory@hca.wa.gov</a>
OASI	Lynda Aiello	902-9381	<a href="mailto:Laiello@esd.wa.gov">Laiello@esd.wa.gov</a>
Interfund/Interagency Journal Vouchers	Maria Deshaye	902-8957	<a href="mailto:Maria.Deshaye@tre.wa.gov">Maria.Deshaye@tre.wa.gov</a>
Distributions to Local Governments, Universities and Colleges	Shirley Jokela	902-8961	<a href="mailto:Shirley.Jokela@tre.wa.gov">Shirley.Jokela@tre.wa.gov</a>
Bank Fees	Cindy Doughty	902-8908	<a href="mailto:Cindy.Doughty@tre.wa.gov">Cindy.Doughty@tre.wa.gov</a>

cc: Sadie Hawkins, Assistant Director, OFM