

Charlotte A. Randolph, *Parish President*

Finance Department

INTEROFFICE MEMORANDUM

TO: All Parish Employees
FROM: Chastity B. Himel, Accounting Manager *CH*
DATE: May 15, 2008
RE: May 16, 2008 Payroll Checks

Due to an error that occurred upon transmitting direct deposits, payroll checks have been issued and will be delivered to you on Thursday, May 15, 2008. Please **do not discard** this check as it is an actual check and your direct deposit will not automatically occur.

I sincerely apologize for any inconvenience this may cause and assure you all measures will be taken for this not to happen again in the future.

Should you have any questions, please do not hesitate to call me at 985-446-8427.

cc: Crystal Chiasson, Parish Administrator
Charlotte Randolph, Parish President

Charlotte A. Randolph	Parish President	Matt Matherne	District 5
Jerry Jones	District 1	Lindel Toups	District 6
Michael Delatte	District 2	Phillip Gouaux	District 7
Louis Richard	District 3	Rodney Doucet	District 8
Joseph "Joe" Fertitta	District 4	Daniel Lorraine	District 9