

**Jeremiah W. (Jay) Nixon**  
Governor



**Kelvin L. Simmons**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oe.mo.gov/acct>  
**E-MAIL:** [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

**Mark A. Kaiser**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** February 4, 2011  
**RE:** February 2011 Information

State offices will be closed February 11. Checks produced Wednesday night, February 9, will be dated Monday, February 14. These checks will be released Monday morning, February 14, due to the banks being open on February 11.

If you have any questions, please contact OA/Accounting at (573) 751-2971.

Please notify all appropriate staff in your agency.