



OBM

October 7, 2005

MEMORANDUM TO: All State Agencies, Departments, Boards and Commissions

FROM: Dawn Gatterdam, Acting Administrator 
State Accounting

SUBJECT: Extending Prior Year Encumbrances – Operating Expenses

Pursuant to Section 303.21 of H.B. 66, State Accounting will cancel selected operating encumbrances that were valid for five months after the end of fiscal year 2005. Operating encumbrances eligible for cancellation are those that are identified as object categories 1, 2, 3, and 6. These operating encumbrances will be canceled on December 1, 2005.

Agencies may request extensions for specially manufactured items not available on term contract or the open market. Only encumbrances meeting this criteria will be extended, there are no exceptions permitted by the Ohio Revised Code. Attached are copies of the RCLOS95A and RCLOS950 reports that list your agency's encumbrances, as well as an Encumbrance Extension Request Form. Listed below are guidelines to help complete this form:

- Complete all fields on the form.
- The Chief Fiscal Officer is responsible for coordinating an agency's request. His/her signature is necessary before State Accounting will consider this request.
(Submit only one form per agency.)
- Include a detailed narrative justifying each extension request.
- **Return the Encumbrance Extension Request Form, no later than November 18, 2005 to:**
Betty Johnson
30 E. Broad St. 34th floor
Columbus, Ohio 43215

To ensure adequate processing time, **all vouchers referencing fiscal year 2005 encumbrances must be received in State Accounting no later than 4:30 p.m. on November 10, 2005.** Use CAS inquiry QSPND04 to verify OBM approval for all vouchers that reference prior year encumbrances. If the OBM approval is not on the system by November 22, 2005, please contact Betty Johnson at (614) 466-6731 or e-mail her at betty.s.johnson@obm.state.oh.us.

Attachments: RCLOS95A/RCLOS950 Encumbrance listing
Encumbrance Extension Request (may be duplicated as needed)