



October 24, 2002

TO: All Agency Fiscal Officers

FROM: Dawn D. Gatterdam, Assistant Administrator  
OBM/State Accounting

RE: VISE Documents

As you probably know, DAS/State Printing no longer prints or sells pre-numbered ISTVs. ISTVs have always been pre-numbered to prevent the accidental processing of duplicate document numbers. DAS/State Printing will continue to sell un-numbered, 3-part ISTVs; and agencies can also download an Excel version of the ISTV from our web site at:

<http://www.state.oh.us/obm/forms/index.asp>

Agencies selecting to print their own ISTVs, from Excel, will still be required to send three copies of the document to State Accounting. It is still important to prevent the processing of multiple documents with the same document number, so we have developed a new numbering system. Most agencies will maintain their own numbering sequence. A small number of agencies generate too many ISTVs for the new numbering convention. Those agencies' numbering schemes are addressed in this memo also.

The selling agency still initiates the ISTV. The selling agency also assigns the document number. The document number will still be six characters (just like all CAS documents). The first 3 characters will be the **selling** agency's CAS code, and then will sequentially advance from 000-999. For example: If ACC provided goods or services for DRC, ACC would generate the ISTV. The document number will be

**WISE DRC ACC001.**

ACC can either use un-numbered ISTVs from DAS, or laser printed documents from Excel.

The ISTV is then forwarded to the buying agency. The buying agency reviews the ISTV, appropriately codes the document, and forwards it to State Accounting. State Accounting reviews the document, enters it into CAS, approves it, and returns copies to both the buying and selling agencies.

Using this numbering sequence will ensure that every document has a valid and unique document number. **Do not start the numbering sequence over at the beginning of each fiscal year.**

Some agencies generate too many ISTVs, annually, for this system. For those agencies, alpha codes have been assigned. Using the chart below, if DNR sold goods to ADJ, the document generated by DNR would have the following document number:

**WISE ADJ T00001.**

Again, do not start the numbering sequence over at the beginning of a new fiscal year.

| Agency | Alpha Code |
|--------|------------|
| AGO    | M          |
| AUD    | K          |
| COM    | N          |
| DEV    | S          |
| DMH    | R          |
| DNR    | T          |
| DOH    | W          |
| DRC    | X          |
| EDU    | Y          |
| EPA    | Z          |

If you have pre-numbered ISTVs remaining on hand, you may continue using them until they are gone.

Although ISTVs are generally initiated by the selling agency, there are some situations where the buying agency initiates the document. The fiscal officer of the buying agency should either obtain a document number from the selling agency, or leave the document number field blank for the selling agency to complete.

It is critical that all documents are numbered *before* being sent to OBM/State Accounting. Un-numbered documents will be delayed or returned to the selling agency.

If you have questions about ISTVs please contact:

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