



State of Ohio · Office of Budget and Management
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MEMORANDUM TO: Fiscal Officers of all State Agencies, Departments, Offices,
Boards, Commissions, Colleges and Universities

FROM: Kevin Milstead, Administrator *K. Milstead*
State Accounting

SUBJECT: Updated Information-Action Manual

The Information-Action Manual, also known as the "I-AM," has been updated and is available on the OBM website at <http://www.state.oh.us/obm/iam/> this document provides agency fiscal offices with essential information about a wide variety of fiscal processes and policies. Please spend some time reviewing the sections of this document that are relevant to your agency's operations.

State Accounting will not be mailing any printed copies to agencies this year. Instead, we encourage you to read on line, or download the entire document or specific sections or appendices as needed.

This document is intended for fiscal officers, budgeting staff, account clerks, data entry personnel, purchasing agents, revenue staff, voided warrant processors, data processing staff, payroll officers and clerks, and any other people who prepare information for accounting.

Now that the new manual is available, do not use prior editions. If you have any questions concerning these updates, contact Mame Greulich at (614) 466-3600 or mame.greulich@obm.state.oh.us.