



OBM

MEMORANDUM

July 24, 2006

TO: Agency Fiscal Officers

FROM: Dawn D. Gatterdam, Acting Administrator
State Accounting

SUBJECT: Grant Database

A handwritten signature in black ink, appearing to read "Dawn D. Gatterdam".

In August, we will purge the grant database of prior year grants that are in 'closed' status. As always, we appreciate your cooperation in updating your records before we purge the system to ensure that our database is current and that we will not convert closed grants into OAKS.

This year agencies will not be required to submit GMI forms to close grants. State Accounting will accept an Excel spreadsheet that includes: Agency, Grant number, and SAI date.

E-mail the completed spreadsheet to both:

Sandi.allen@obm.state.oh.us

and

Monica.satterwhite@obm.state.oh.us

State Accounting must receive the spreadsheet by August 7, 2006.

If you have any questions, please contact either Sandi Allen or Monica Satterwhite at the above listed e-mail or Betty Johnson at 466-6731.