



OBM

## MEMORANDUM

October 13, 2006

TO: All State Agencies, Departments, Boards and Commissions

FROM: Dawn D. Gatterdam,   
Acting Administrator  
State Accounting

SUBJECT: **Extending Prior Year Encumbrances – Capital Expenses**

By policy, OBM cancels capital encumbrances that are less than \$100 or older than four years.

Attached is a list of open capital encumbrances for your agency as of October 10, 2006. This list contains encumbrances with object categories 5, 7, or 9. If you would like to request an extension:

- Mark an “O”, on the RCLOS95A report by each of the encumbrances that you are requesting to be left open. Capital encumbrances with balances over \$100 and reference the current capital bill (H.B. 16) will be extended for one year, unless the agency indicates they should be cancelled.

For all encumbrances you want canceled, mark an “X” by each one.

**No later than December 4, 2006, return the original RCLOS95A to:**

Betty S. Johnson  
30 E. Broad St. – 34<sup>th</sup> floor  
Columbus, Ohio 43215

**On December 15, 2006, all prior year capital encumbrances, except those marked with an “O”, will be canceled and funds will be lapsed.**

If you have questions concerning the cancellation process, please contact Betty Johnson at the following telephone/e-mail:

Phone (614) 466-6731  
E-Mail [betty.s.johnson@obm.state.oh.us](mailto:betty.s.johnson@obm.state.oh.us)

Attachments: RCLOS95A/RCLOS950 Encumbrance listing