




OBM

Memorandum

TO: Directors and Fiscal Officers of Agencies, Boards and Commissions

FROM: J. Pari Sabety, Director 

RE: Implementation of Temporary Freeze on Meal Expenditures (Objects 293-01 and 298-20)

DATE: March 6, 2007

Governor Strickland has instructed the Office of Budget and Management to implement a temporary freeze on certain meal-related expenditures effective immediately. This process will be in effect until **April 5, 2007** and may be amended as circumstances warrant. Legislative, judicial and elected offices are exempt from this freeze.

The Scope and Purpose

During the time period of the freeze, the Office of Budget and Management will develop clear guidance to ensure the appropriateness of such expenditures by all state agencies, boards and commissions and the consistent application of guidelines to all organizations.

The freeze applies as follows:

- Agencies, boards and commissions are to discontinue expenditures for meals, food expenses, and supplies of all participants relative to hosting a meeting, seminar, or convention held for official state business (that is, objects 293-01 and 298-20 expenditures).
- Payment card expenditures for these objects are also subject to this freeze.
- Reimbursement requests for food expenditures as of today's date are subject to the freeze and will not be approved, except as provided below.

While other meeting-related objects of expense (293-02 and 293-03) are not subject to this freeze, agencies must maintain compliance with the existing travel rule ([OBM Travel Policy](#)).

The freeze is not intended to discourage interaction or discourse by agencies and internal or external parties in furtherance of the purpose and mission of the organization and this administration. Such communication is necessary, valuable and should be continued. During this period, agencies are only to discontinue the purchase of food items for meetings and give consideration to alternatives (for example, brown bag lunch).

Agencies may request exceptions to this freeze. Such requests are to be sent via e-mail to Dawn Gatterdam, Acting State Accounting Administrator (Dawn.Gatterdam@obm.state.oh.us) and Judy Johnson, Accounting Review and Release Supervisor (Judy.Johnson@obm.state.oh.us).

Should you have any questions regarding this process, please contact Renee Swartz (Renee.Swartz@obm.state.oh.us) or Rebecca Vazquez Skillings (Rebecca.Skillings@obm.state.oh.us). Your cooperation with this process is appreciated.