



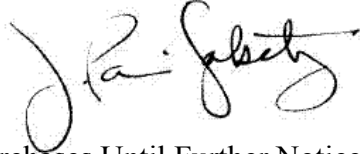
OBM

Ted Strickland
Governor

J. Pari Sabety
Director

January 31, 2007

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

FROM: J. Pari Sabety, Director 

SUBJECT: Control on Equipment Purchases Until Further Notice

Due to the slowing economy and the Strickland Administration's promise to live within our means during challenging fiscal times, the Office of Budget and Management is implementing a control on equipment purchases, effective January 31, 2008, to control discretionary spending. The purpose of this memorandum is to inform you of the actions being taken by the OBM to restrict equipment purchases until further notice.

As of January 31, 2008, requisitions to purchase equipment using general revenue or other state funds will require prior approval from OBM. This restriction applies to furniture and equipment costing \$300 or more, such as desks, bookcases, computers, printers, etc. This includes all items listed under account 530 in the state chart of accounts. The state chart of accounts may be viewed on the OBM website at <http://www.obm.ohio.gov/crosswalks/>.

In consideration of outstanding circumstances or in cases in which equipment is necessary to maintain safety, the security and health of Ohio's citizens, or the collection of general revenues, limited exceptions to this control may be accommodated. If your agency considers the equipment purchase to be critical and urgent, please complete the attached form, which can be accessed in electronic format on the OBM website, and follow the instructions for obtaining freeze waivers.

Instructions for Obtaining Equipment Control Waivers

If you believe the purchase of specific equipment to be essential, please follow these instructions for applying for a waiver to the equipment control.

1. Complete the form attached to this memo or download it at <http://www.obm.ohio.gov/>. This form contains the required questions for the waiver.
2. Email the form to obm.freezewaivers@obm.state.oh.us. Please make the subject of the email your 3-character agency code followed by the six character account code for which you are seeking a waiver. For example, if OBM is seeking a waiver for account 531220, the subject of the email would be OBM531220.
3. Your request will be reviewed and you will be contacted via email with a decision by OBM.

4. If your request for waiver is approved by OBM, you will receive an email indicating so. This is your waiver. You must attach this waiver approval email to the requisition when it is entered into OAKS. This will allow your requisition to post and you will be permitted to proceed with the purchase of equipment.
 - a. To learn how to attach a document to a requisition in OAKS, please consult the OAKS job aid at <http://oaks.ohio.gov/>.

Any requisitions for equipment purchase entered without the appropriate OBM waiver attached will be automatically denied. The OBM waiver must be obtained in advance of entering the requisition into OAKS or the transaction will be denied.

The economic conditions facing Ohio require difficult decisions. The implementation of this control on discretionary equipment purchases will help uphold Governor Strickland's commitment to protecting the state's investments in those things that matter the most and providing quality services to Ohio's citizens. Thank you for your continued support of these goals.

Your cooperation in this process is greatly appreciated. If you have questions, please email them to obm.communications@obm.state.oh.us.

Attached: Equipment Freeze Waiver Form

Equipment Freeze
OBM Waiver Request

Please complete this form in its entirety. Failure to do so may result in denial of your waiver request. **Email your completed form to obm.freezewaivers@obm.state.oh.us.**

Please make the subject of the email your 3-character agency code followed by the six character account code for which you are seeking a waiver. *For example, if OBM is seeking a waiver for account 531220, the subject of the email would be OBM531220.*

Agency and Contact Information

Agency: _____

Date: _____

Requestor Name: _____

Requestor Telephone: _____

Waiver Request Information

Equipment OAKS Account Number (six characters): _____

Equipment OAKS Account Name: _____

Equipment Description: _____

Vendor Name: _____

Vendor ID: _____

Amount of Requested Waiver: \$ _____

Required Questions

1. Describe in detail the proposed equipment purchase. What, specifically, will you be purchasing and what is the equipment's function?
2. In what way is this equipment essential to maintaining safety, health and security of Ohio's citizens, or the collection of general revenues?