



OBM

October 7, 2005

MEMORANDUM TO: All State Agencies, Departments, Boards and Commissions

FROM: Dawn 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 5, 2005. If you would like to request an extension:

- Mark an “**Q**”, 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 canceled.

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

No later than December 9, 2005, return the original RCLOS95A to:

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

On December 16, 2005, all prior year capital encumbrances, except those marked with an “Q**”, 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

Attachments: RCLOS95A/RCLOS950 Encumbrance listing