



OBM

November 4, 2005

MEMORANDUM TO: Fiscal Officers

FROM: Dawn Gatterdam, Acting Administrator 
State Accounting

SUBJECT: Encumbrance Cancellation Reminder – Operating Expenses

Memos were sent to Fiscal Officers on October 7, 2005 detailing the deadline and procedures for this year's encumbrance cancellation for operating expenses.

Fiscal year 2005 operating encumbrance balances will be cancelled December 1, 2005. Any requests to keep these encumbrances open must be received in State Accounting no later than November 18, 2005.

If you have any questions, please contact Betty Johnson at (614) 466-6731 or email her at betty.s.johnson@obm.state.oh.us.