



# OBM

Ted Strickland  
Governor

J. Pari Sabety  
Director

## MEMORANDUM

January 18, 2008

TO: Fiscal Officers

FROM: Alana Haberman   
Interim Supervisor Voucher Review  
OBM/State Accounting

SUBJECT: Sending Voucher Support Documentation to OBM.

Vouchers referencing account codes that need to be pre-audited by OBM should be sent to OBM AFTER the agency has completed the agency level approvals. Do not send the support documentation until the voucher is ready for OBM/SA approval.

Vouchers referencing account codes that will be post-audited by OBM should NOT be sent to OBM until OBM has made a request for that specific documentation.

Support documentation sent to OBM that has not been requested and support documentation sent to OBM before the originating agency has approved the voucher will be returned to the Agency.

Thank you for your assistance in managing this process which will help eliminate unnecessary documentation within our department and will allow us to serve you better. We make every attempt to process your vouchers within 48 hours of receipt.

If you have any questions, feel free to contact me at [Alana.haberman@obm.state.oh.us](mailto:Alana.haberman@obm.state.oh.us) or (614) 728-8772.