



State of Ohio Office of Budget and Management
30 East Broad Street Columbus, Ohio 43266-0411

December 16, 2004

MEMORANDUM TO: Fiscal Officers of All Departments, Offices, Institutions,
Boards, Commissions, and Agencies

FROM: Kevin M. Milstead, Administrator *Kmm*
State Accounting

SUBJECT: OIH

This memorandum is to remind fiscal officers of their obligations under Sections 4115.31 through 4115.35 of the Ohio Revised Code (State Use Law). If your agency is in need of a product or service provided in the OIH catalog, you must purchase it from OIH. OIH is a private non-profit organization which provides Ohio's adult citizens with disabilities an opportunity for employment. The primary function of OIH is to inform state and local governments of the requirements of the State Use Law and of the full line of products and services available under this program.

The State Use Law requires all political subdivisions, as well as any board, commission, authority, public corporation, college, university, or any other entity supported in whole or in part by funds appropriated by the general assembly, to purchase goods and services from the state procurement list. Your compliance is essential in order to provide Ohio's disabled citizens with opportunities for employment. When a product or service is available through OIH, you do not have to comply with the competitive bidding process.

The OIH catalog can be accessed on-line at: www.oih.org. For convenience, we also encourage you to use your state payment card when making purchases from OIH. If you have questions regarding OIH or its services, please contact John Rae, OIH Vice President, Marketing and Sales at (614) 846-4877. Thank you for your attention to this important matter.

C: John Francescon, OIH