



OBM

## MEMORANDUM

December 11, 2006

TO: Fiscal Officers

From: Dawn D. Gatterdam  
Acting Administrator  
State Accounting

A handwritten signature in black ink that reads "Dawn D. Gatterdam".

RE: Large Disbursements

I wanted to take this opportunity to remind everyone about the importance of notifying the Treasury's Investment Office of large disbursements your agency intends to make. To ensure that the Treasurer is able to maximize investments, they need to know about any intended disbursements over \$10M for any day. The \$10M threshold is a **cumulative** amount for any day.

If you know the date of a payment, you can inform the investment office any time in advance. They'll want to know the date the warrant will be issued. If you have a schedule of large disbursements, you could share that schedule with them. If you don't have a schedule, you should contact them with an expected warrant date as soon as possible, but no later than once you have entered the voucher in CAS.

If you need assistance, please contact Renee Swartz in State Accounting at [renee.swartz@obm.state.oh.us](mailto:renee.swartz@obm.state.oh.us) or by phone at 614-644-5759.

c: Betsy Zimmerman