



## State of Ohio Warrants to Change Look July 1<sup>st</sup>

Checks issued by the State of Ohio, commonly known as state warrants, will take on a new look starting July 1<sup>st</sup>. This change is part of the larger plan to make state operations more efficient through the implementation of the Ohio Administrative Knowledge System (OAKS). When fully implemented, OAKS will integrate data from the state's human resources, accounting, purchasing and fixed asset management systems.

In December 2006, legal responsibility for the issuance of warrants shifted from the Auditor of State to the Director of the Office of Budget and Management (OBM). At that time, changes were made to state employee paychecks and certain vendor payments. In July, the State will implement its new Accounts Payable module and all vendor payments, including income tax refunds, Temporary Assistance to Needy Families (TANF), and Medicaid will look different. To ensure a seamless implementation, the State wants to make sure that banks and/or bank employees are prepared for the changes.

“We need to provide this information to the Ohio banking community before July 1<sup>st</sup> in order to preempt any unnecessary delays in check cashing,” said J. Pari Sabety, OBM Director.

Beginning July 1<sup>st</sup>, all warrants will be printed on blue paper including TANF warrants, which was previously printed on pink paper. In addition, payments made by paper warrant will be consolidated by vendor address for each state agency and pay cycle and will now include:

- The name and return address of the state agency making the payment.
- Remittance information attached with each warrant. The remittance will contain payment information, such as invoice numbers and payment messages that allow vendors to easily apply payments to their accounts.
- The warrant number in the top right hand corner.
- The date of issuance in the center of the warrant above the pay line.
- The name and signature of the Director of the Office of Budget and Management, J. Pari Sabety, on the lower right hand corner.
- A watermark of the Great Seal of the State of Ohio
- The statement, “Void After 90 Days” instead of “Void After <date>”. For Income Tax warrants the statement will read “Void After 2 Years.”
- New language on the back of the warrants:  
*“By signing this check, I affirm, under penalty of law, that the information submitted or conditions reported are true, and accurate, and entitle me to this payment, property, service, or reimbursement. I understand and agree to comply with the terms of the issuing authority.”*



# OBM

Ted Strickland  
Governor

J. Pari Sabety  
Director

These changes to state warrants are being made to increase efficiency and reduce costs. An example of a new State of Ohio Warrant is attached to this communication and can be viewed on the Office of Budget and Management website at <http://www.obm.ohio.gov/forms/OAKS.asp>.

Your customers who are State of Ohio vendors may be contacting you to verify that the electronic addenda attached to EFT payments from the OAKS system will be available for them to view, as paper remittances for EFT payments will no longer be provided to State of Ohio vendors.

OAKS will be supporting CCD+ and CTX for EFT payments.

CCD+ (Cash Collect and Disperse Plus)

- 1<sup>st</sup> Line (Header): State of Ohio
- 2<sup>nd</sup> Line: State of Ohio's bank account name
- 3<sup>rd</sup> Line: 79 characters of addenda
  - Agency Identifier (5 characters)
  - Vendor Invoice ID (up to 30 characters)
  - Remaining characters are dedicated to the agency payment message

CTX (Corporate Trade Exchange)

- 1<sup>st</sup> Line (Header): State of Ohio
- 2<sup>nd</sup> Line: State of Ohio's bank account name
- 3<sup>rd</sup> Line: Agency Identifier
- Utilizes a full ANSI ASC x12 message
- 800 Characters of Payment Message

Please contact [OBM.Vendor@obm.state.oh.us](mailto:OBM.Vendor@obm.state.oh.us) with any questions regarding this communication.

Warrant Date: 05/31/2007		Vendor Number: 0000076633		Warrant No: 0001546	
Invoice Number	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
INF03-BOR01-D2	00000002	50.00	0.00	.20	50.20

This is the remittance information attached with each warrant. The remittance contains payment information, such as invoice numbers and payment messages that allow vendors to easily apply payments to their accounts.



Warrant Number	Date	Total Gross Amount	Total Discounts	Total Late Charges	Total Paid Amount
0001546	05/31/2007	\$50	\$0	\$0.20	\$50.20

Name and address of state agency making the payment

Date of Issuance

Warrant Number

PLEASE TEAR AT PERFORATION BEFORE CASHING

THE SECURITY FEATURES ON THIS DOCUMENT ARE: FLUORESCENT FIBERS, MICRO PRINTING, LAID PAPER AND A TRUE OHIO CUSTOM WATERMARK

Board of Regents  
 Attn: Fiscal Services  
 30 E Broad St. 36th floor  
 Columbus OH 43215  
 (614) 466-6000

Date: 05/31/2007  
 Warrant No: 0001546  
 RE: 25 - 217 / 440

Pay Amount \$50.20\*\*\*

Pay \*\*\*\*FIFTY AND 20/100 DOLLARS \*\*\*\*

**VOID NOT NEGOTIABLE VOID**

To The Order Of: ABC Co.  
 YOUNGSTOWN, OH 44133

**VOID NOT NEGOTIABLE VOID VOID**

J. Pari Sabety, Director  
 Office of Budget Management

VOID AFTER 90 DAYS

PLEASE REMOVE STUB BEFORE CASHING

"Void After 90 Days" instead of "Void After <date>". For Income Tax warrants the statement will read "Void After 2 Years"

Name and signature of the Director of the Office of Budget and Management, J. Pari Sabety