

## Encumbrance Adjustment Form - Instructions

### Procurement & Accounts Payables

Effective 09/24/15

- See next page for detailed instructions relating to numbered boxes below.

University of Houston  Clear Lake

#### Procurement Encumbrance Adjustment Form

A separate adjustment form must be processed for each Travel PO/PO/Contract.  
A PO status report must be sent with each encumbrance adjustment request.

Travel PO Number	PO Number	Contract Number	Vendor Name
	<b>#1</b>		<b>#2</b>

*	Finalize a PO/Contract. All payments due on this PO/Contract have been made. Release the balance of the encumbrance in the amount of: _____ <small>Email form to AccountsPayable@uhcl.edu</small>	<b>#3</b>
	Last Voucher Number: _____	

○	Cancel the entire PO/Contract. No payment will be issued. Release the balance of the encumbrance in the amount of: _____ <small>Email form to UHCLProcurement@uhcl.edu</small>	<b>#4</b>
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○	Adjust encumbrance as indicated below: _____ <small>Email form to UHCLProcurement@uhcl.edu</small>	<b>#5</b>
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**NOTE:** List each line for which an encumbrance must be adjusted, even if there are several lines for the same purchase order, requisition or contract. Do not sum encumbered amounts on a single line.

Line <small>(If more lines are needed, complete an additional form.)</small>	(A) Original Encumbrance Amount Plus Any PRIOR Change Orders	(B) Current Encumbrance Balance	(C) Requested Increase (+) or Decrease (-)	(A+C) Revised Total PO/Contract/TA	(B+C) Revised Encumbrance Balance	Cost Center	Speed Type	Account Number
1				0.00	0.00			
2	<b>#6</b>	<b>#7</b>	<b>#8</b>	0.00	0.00	<b>#9</b>	<b>#10</b>	<b>#11</b>
3				0.00	0.00			
4				0.00	0.00			
5				0.00	0.00			
6				0.00	0.00			
Totals	0.00	0.00	0.00	0.00	0.00			

Comments: _____	<b>#12</b>
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Department Contact: _____	<b>#13</b>	Phone Ext: _____	<b>#14</b>
Approval Name: _____	<b>#15</b>	Approval Phone Ext: _____	<b>#16</b>
Approval Signature: _____	<b>#17</b>	Date: _____	<b>#18</b>
College/Division Business Administrator			
Office of Sponsored Programs: _____	<b>#19</b>	Date: _____	<b>#20</b>

<b>For Procurement/Accounts Payable Use Only</b>	
Adjustment Completed By: _____	<b>#21</b>
Date: _____	<b>#22</b>

updated 02/11/2021

## Detailed instructions relating to numbered boxes on previous page.

1. Enter either the Travel PO number, the PO number or the Contract number for your request.
2. Enter the Vendor name.
3. To Finalize, click the option button on the left and enter the amount of encumbrance to be released and the last voucher number paid on the encumbrance.
4. To Cancel, click the option button on the left and enter the amount of encumbrance to be released.
5. To increase or decrease the encumbrance, click the option button on the left and enter the information in fields #6 through #11. List each line separately for which an encumbrance is to be adjusted.
6. Enter the total of the original encumbrance amount PLUS any adjustments or change orders processed PRIOR TO the adjustment being requested.
7. Enter the current encumbrance balance shown on the PO status report.
8. Enter the amount of the increase or decrease. If a decrease, enter a minus sign (-) before the number.
9. Enter the cost center for the encumbrance to be increased or decreased. If changing the cost center, list new cost center here and explain in detail in the comment section.
10. Enter the speed type for the encumbrance to be increased or decreased. If changing cost center, enter the new speed type here.
11. Enter the account number for the encumbrance to be increased or decreased. If changing account codes, enter the new account number here and explain in detail in the comment section.

If more lines are needed, complete an additional form.

12. Enter detailed comments (reason for adjustment or change).
13. Enter the name of the department contact (the person preparing the form).
14. Enter the phone extension of the department contact.
15. Enter the name of the college/division business administrator (CBA/DBA) with approval authority.
16. Enter the phone extension of the CBA/DBA.
17. Signature of the CBA/DBA.
18. Date the CBA/DBA signs.
19. Signature approval of Office of Sponsored Programs (if required).
20. Date the Office of Sponsored Programs signs.
21. Signature of Procurement or Accounts Payable staff that processes the request.
22. Date request is completed.

Submit completed form and current PO status report to Procurement or Accounts Payable depending on type of request.