

Procurement Encumbrance Adjustment Form

Procurement & Payables

Effective 9/24/15

To adjust an encumbrance, please complete this form and email it to UHCLProcurement@uhcl.edu. Include a PO status report with each encumbrance adjustment request. A separate adjustment form should be processed for each PO/Contract/TA encumbrance adjustment to be processed.

University of Houston  Clear Lake

Procurement Encumbrance Adjustment Form

A separate adjustment form should be processed for each PO/Contract/TA.

A PO status report should be sent with each encumbrance adjustment request.

Scan and forward documents to UHCLProcurement@uhcl.edu for processing.

T Number	PO Number	Contract Number	Vendor Name
	#1		#2

<input type="checkbox"/>	Finalize the PO/Contract. All payments due on this PO/Contract/TA have been made. Release the balance of the encumbrance in the amount of: _____
	#3 Last Voucher Number: _____

<input type="checkbox"/>	Cancel the entire PO/Contract/TA. No payment will be issued. Release the balance of the encumbrance in the amount of: _____
	#4

<input type="checkbox"/>	Adjust encumbrance as indicated below: _____							
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	(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	#6	#7	#8	0.00	0.00	#9	#10	#11
2				0.00	0.00			
3				0.00	0.00			
4				0.00	0.00			
5				0.00	0.00			
Comments: _____								
	#12							

Department Contact: _____	#13	Phone Ext: _____	#14
Approval Name: _____	#15	Approval Phone Ext: _____	#16
Approval Signature: _____	#17	Date: _____	#18
<small>(Business Coordinator Signature)</small>			
Office of Sponsored Programs: _____	#19	Date: _____	#20

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

1. Enter either the T number, the PO number or the contract number of the encumbrance to be adjusted. A separate adjustment form should be processed for each PO/Contract/TA encumbrance adjustment to be processed.
2. Enter the Vendor name.
3. If the encumbrance is to be finalized, 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. If the encumbrance is to be cancelled, click the option button on the left and enter the amount of encumbrance to be released.
5. If the encumbrance is to be increased or decreased (adjusted), 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.
10. Enter the speed type for the encumbrance to be increased or decreased.
11. Enter the account number for the encumbrance to be increased or decreased.
12. Enter comments (reason for adjustment).
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 business coordinator with approval authority.
16. Enter the phone extension of the business coordinator.
17. Signature of the business coordinator.
18. Date the business coordinator signs.
19. Signature approval of Office of Sponsored Programs (if required).
20. Date the Office of Sponsored Programs signs.
21. Signature of Procurement or Payables staff that processes the adjustment.
22. Date encumbrance adjustment is completed.