FISCAL MEMORANDUM 96-19

TO: Administration
Information and Technology Exchange Center
Divisions/Centers

SUBJECT: Pending Purchases to be Encumbered at Year-End

August 14, 1996

Purchase requisitions submitted to the TTI Business Office are automatically encumbered. However, with the recent increase in the requisition dollar amount for local funds (Fiscal Memorandum 96-16), we have had requests for encumbering amounts in the $1,000 to $5,000 range. As a result, the Business Office has developed a procedure to allow for encumbering large dollar pending purchases (not requiring purchase requisitions) to the current fiscal year.

Large dollar orders ($1,000-$5,000, Local Funds only) placed for goods or services which are not received or invoiced prior to August 31, 1996, may be submitted on the attached form for encumbrance to the current fiscal year. The deadline for submission of the form to the Business Office is 5:00 p.m., September 2, 1996. The form is also available in Lotus (G:\FORMS\8461). As a reminder, purchases involving State Funds still require a purchase requisition for amounts over $1,000.

If you have any questions or need a copy of Fiscal Memorandum 96-16, please contact Charlene Meier at 845-9855 or Walter Winkelmann at 845-9859.

Don Bugh
Associate Agency Director

Attachment