Encumbrance Adjustment Request Form for

Current Year Purchases from Next Year's Budget

The McNet Online Purchasing System encumbers (commits) budget funds at the point a request is fully approved. Occasionally, goods or services that are to be received in the next fiscal year, and charged to the next year budget, must be fully approved and ordered shortly before the current fiscal year end. An example might be ordering custom-made furniture or equipment that must be ordered in June to guarantee installment by the start of school in August. As McNet will encumber the fully approved request in June, the requester will need to request an *encumbrance adjustment* from the Controller's Office to move the encumbrance to the next year's budget. Such adjustments are only made in limited circumstances when the dollar amounts are significant, and the order cannot wait until the next fiscal year. In order to make this adjustment, please complete and submit this form, with all required approvals, to the Controller's Office no later than July 15.

Fully approved McNet request to adjust (choose one):

Corporate Card Request #: CC _____

Purchase Order Request #: PO_____

Check Request #: CK _____

The following amounts were fully approved and encumbered to the current fiscal year budget on the McNet request indicated above. I request an adjustment to remove the encumbrance from this year's budget to next year's budget.

I certify that the goods/services ordered will not be delivered/received until the next fiscal year.

I certify that the order had to be placed during the current fiscal year because….

_____

_____

Amount $_____ GL Code _____ V.P. approval _____

Amount $_____ GL Code _____ V.P. approval _____

Amount $_____ GL Code _____ V.P. approval _____

Requester's Name (print): _____

Requester's Signature: _____

Date: _____

Controller's Signature: _____

Date: _____

Encumbrance JV#: _____