Instructions for Completion of University of Hawaii
FMIS-41, Contracts Encumbrance and Payment Form

a.   General Guidelines

     FMIS-41, Contract Encumbrance and Payment Form, shall be used
     1) to record contract encumbrance transactions and 2) to
     initiate payment processing.

b.   Completion Instructions

     All fields must be completed unless noted as optional.

     1)   Campus   Enter appropriate Campus Code.

     2)   Date   Enter date of preparation
                                  (mm/dd/yy).

     3)   Contract Number   If new contract, leave blank.
                                  If this action is for contract
                                  renewal, enter contract number
                                  assigned by OPRPM.

     4)   Contractor/Payee Name   Enter Contractor's complete
                                  name. If contract is made with
                                  an individual, enter last name,
                                  first name, middle initial.

     5)   Contractor/Payee   Enter Contractor's complete
          Remittance Address   remittance address, including
                                  zip code, where payment should
                                  be sent.

     6)   Vendor Code/Vendor   Leave Vendor Code blank.
          Federal Tax ID   Enter Federal Tax Identification
                                  number (if individual, enter
                                  Social Security number) if
                                  known, otherwise, leave blank.

     7)   Requisitioner/Phone   Enter name and telephone number
                                  of person requesting contract
                                  for goods, services or
                                  construction.

8)   Department   Enter name of department
                             requesting contract.

9)   Service (Ord/Rec)   Leave blank.

10) Specifications   Enter pertinent details of work
                             to be performed under the
                             contract.

11) Total Contract Amount   Enter total contract amount for
                             contract period, including
                             encumbrances made to multiple
                             account/object codes, if
                             applicable.

12) Payment Terms   Enter pertinent details of
                             payment terms specified under
                             the contract.

13) Start Date/   Enter effective dates of
     Completion Date   contract period.

                             ENCUMBRANCE PROCESSING

14) Account Code/   Enter appropriate 6-digit
     Object/Amount   account code(s), 4-digit object
                             code(s) and respective amount(s)
                             to be encumbered for this
                             contract.

15) Check if Applicable:

     •   Federal Funds   Check box if federal funds are
                             being expended under this
                             contract.

     •   Tax Clearance   Check box if contract amount is
                             $25,000 or more for goods,
                             services, or construction.

16) Fund Certification/   Signature of Fiscal Officer
    Date/F.O. Code   authorized to certify as to
                              availability of funds for
                              account code(s) cited and as to
                              compliance with applicable
                              University policies and
                              procedures. Include date of
                              signature and appropriate
                              F.O. Code No.

17) OPRPM Approval   To be signed by OPRPM
                              specialist upon verification of
                              contract and encumbrance
                              specifications.

                              PAYMENT PROCESSING

18) Date   Enter payment transaction date.

19) Description of   Enter description of goods,
    Payment   services or construction
                              provided and indicate reasons
                              for payment in detail (e.g.,
                              period covered by payment, rate
                              of compensation, etc.).

20) Account Code   Enter 6-digit SL account code.

21) Object Code   Enter 4-digit subcode.

22) Type   Predefined.

23) P/F   Enter "P" for partial payment or
                              "F" for final payment. NOTE:
                              "F" for final payment will not
                              liquidate remaining
                              encumbrances. A Contract
                              Adjustment Form, FMIS-41A, must
                              be processed through OPRPM to
                              liquidate remaining encumbrances
                              (regardless of amount).

24) Amount   Enter summary amounts for each
                              account code/object code
                              distribution (equal to sum of
                              account code/object code

		distributions for all invoices being processed for payment).
25)	Total	Enter total payment amount.
26)	Contract Adjustment Form Processed	Check box if a FMIS-41A was previously processed for this contract.
27)	Partial Payment/ Final Payment	Check appropriate box indicating partial or final payment.
28)	Signature of Recipient/Date	Signature of individual responsible for verification of satisfactory acceptance of goods, services or construction and date signed.
29)	Approval Signatures	Signature of appropriate approving authority (e.g., Principal Investigator, Project Director, Dean, Director, etc.) and Fiscal Officer and respective dates of signature.

c.   Distribution

For Encumbrance Processing:	Submit FMIS-41 in triplicate with appropriate support documents to OPRPM. Original FMIS-41 for OPRPM files, one copy for F.O., one copy for use in payment processing.
For Payment Processing:	Complete payment section of FMIS-41, and submit original with invoice to Disbursing Office. Copies of OPRPM approved FMIS-41 shall be used to execute payment processing when multiple payments are involved. Original signatures on the payment processing section must be obtained for each payment submission.

d.   Encumbrance and Payment Ledger

The University's Financial Management Information System is
designed to provide departments with up-to-date, on-line
balances. Therefore, manual recordkeeping of account balances
is no longer required. However, in the event that manual
recording of contract encumbrance balances and payment amounts
is desired, departments may use the ledger form referenced as
Attachment 275.1b or a modification thereof.