

- 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/
Completion Date Enter effective dates of contract period.

ENCUMBRANCE PROCESSING

- 14) Account Code/
Object/Amount Enter appropriate 6-digit 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/
Date/F.O. Code Signature of Fiscal Officer
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
Payment Enter description of goods,
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.