

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 CONTRACT ADJUSTMENT FORM (FMIS-41A)

PURPOSE: To record adjustments to encumbrance and/or non-cost data for existing contracts.

DATA ITEM	COMPLETION INSTRUCTIONS
	<p>All fields must be completed unless noted as <u>optional</u>. Shaded items represent information to be completed by OPRPM. Users are advised to review Administrative Procedures, Section A8.200, Procurement, for more comprehensive explanation of purchasing policies and procedures and for more detailed instructions on the completion of this form.</p>
CAMPUS	Enter campus code under which initial encumbrance was processed.
DATE	Enter date form prepared.
CONTRACT NUMBER	Enter applicable contract number.
CONTRACTOR/PAYEE NAME	Enter Contractor's complete name.
CONTACTOR/PAYEE REMITTANCE ADDRESS	Enter Contractor's complete remittance address.
VENDOR CODE/VENDOR FEDERAL TAX ID	Leave VENDOR CODE blank. Enter Federal Tax Identification number (if individual, enter Social Security Number) if known, otherwise leave blank.
REQUISITIONER/PHONE	Enter name and phone number of individual requesting contract adjustment.
DEPARTMENT	Enter department name.
REASON FOR CHANGE REQUEST	Enter reason for change request, i.e., to liquidate remaining encumbrance, to record changes in accounting data, or to record applicable changes to contract terms, e.g., changes to contract period, payment terms or contractor name.
START DATE/COMPLETION DATE	Enter effective dates of contract period.
AMOUNT PREVIOUSLY ENCUMBERED	Enter total amount previously encumbered for contract period.
ENCUMBRANCE ADJUSTMENT AMOUNT (INCREASE OR DECREASE)	Enter net change in amount resulting from this adjustment action.
REVISED TOTAL CONTRACT AMOUNT	Enter new total contract amount.
ACCOUNT CODE/OBJECT CODE/AMOUNT/DEBIT(D)/CREDIT(C)	Enter detailed changes to account code/object code distributions.
CONTRACTUAL OBLIGATION COMPLETED	Check box if contractual obligation is completed.
FUND CERTIFICATION/DATA/FO CODE NO	Signature, date, and FO code number of Fiscal Officer.
OPRPM APPROVAL	To be signed by OPRPM specialist upon approval of contract and encumbrance specifications.