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.
Shaded items represent information to be completed by
OPRPRM.

1)	Campus	Enter appropriate Campus Code. Refer to Table A12.099.
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 OPRPRM.
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 Remittance Address	Enter Contractor's complete remittance address, including zip code, where payment should be sent.
6)	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.
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) OPRPRM Approval

To be signed by OPRPRM 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 OPRPRM 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.

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 OPRPRM. Original FMIS-41 for OPRPRM 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 OPRPRM 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.