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
   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.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8)</td>
<td>Department</td>
<td>Enter name of department requesting contract.</td>
</tr>
<tr>
<td>9)</td>
<td>Service (Ord/Rec)</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>10)</td>
<td>Specifications</td>
<td>Enter pertinent details of work to be performed under the contract.</td>
</tr>
<tr>
<td>11)</td>
<td>Total Contract Amount</td>
<td>Enter total contract amount for contract period, including encumbrances made to multiple account/object codes, if applicable.</td>
</tr>
<tr>
<td>12)</td>
<td>Payment Terms</td>
<td>Enter pertinent details of payment terms specified under the contract.</td>
</tr>
<tr>
<td>13)</td>
<td>Start Date/Completion Date</td>
<td>Enter effective dates of contract period.</td>
</tr>
<tr>
<td>14)</td>
<td>Account Code/Object/Amount</td>
<td>Enter appropriate 6-digit account code(s), 4-digit object code(s) and respective amount(s) to be encumbered for this contract.</td>
</tr>
<tr>
<td>15)</td>
<td>Check if Applicable:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Funds</td>
<td>Check box if federal funds are being expended under this contract.</td>
</tr>
<tr>
<td></td>
<td>Tax Clearance</td>
<td>Check box if contract amount is $25,000 or more for goods, services, or construction.</td>
</tr>
</tbody>
</table>
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
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.