

Prepared by the Disbursing Office
This replaces Administrative Procedure A8.838
dated July 1988

A8.838
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A8.800 Disbursing/Accounts Payable and Payroll

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A8.838 Contract Encumbrance and Payment Forms and Related Forms

1. Purpose

To provide processing guidelines for the Contract Encumbrance and Payment Form (FMIS-41) which is used to encumber funds and process payments for University contracts. Additionally, to provide processing guidelines for the related Contracts Adjustment Form (FMIS-41A)(CAF).

2. Responsibilities

- a. Each Campus/Department Office is responsible to ensure that the Contract Encumbrance and Payment Form (FMIS-41) and the Contracts Adjustment Form (FMIS-41A) are processed in accordance with established procedures. The Fiscal Officer is the individual that is accountable for compliance.
- b. Fiscal Officers and Program Managers (Approving Authority) who approve payments on Contract Encumbrance and Payment Forms and Related Forms are responsible for compliance with applicable Federal and State laws, rules, regulations, and University policies and procedures.
- c. The Office of Procurement, Property and Risk Management (OPPRM) is responsible for processing of the encumbrance documents.
- d. The Disbursing Office is responsible for the auditing and the processing of the payment documents.

3. Guidelines

- a. The Contract Encumbrance and Payment Form (FMIS-41) is used for the initial encumbrance of funds within the University system. Contract renewals also require use of this form (Refer to A8.275 - Contract Administration for detailed processing procedures). OPPRM instructions for preparation of a Contract Encumbrance and Payment Form (FMIS-41) are on

Attachment 275.1 and 275.2.

- b. The Contracts Adjustment Form (FMIS-41A) is used for subsequent changes in encumbrance amounts and other factors that affect payments (Refer to A8.275 - Contract Administration for detailed processing procedures). OPPRM instructions for preparation of a Contract Adjustment Form is on Attachment 275.3 and 275.4.
- c. All original Contracts Encumbrance and Payment Forms and original Contracts Adjustment Forms will be encumbered by the Office of Procurement, Property, and Risk Management.
- d. A copy of the Contract Encumbrance and Payment Form approved by OPPRM (FMIS-41) with the original invoice must be submitted directly to the Disbursing Office for audit review and payment processing. See OPPRM payment processing instructions for the Contract Encumbrance and Payment Form (FMIS-41) (Attachment 275.1 and 275.2) and Disbursing Office instruction A8.839, Accounts Payable Processing.
- e. A Contract Adjustment Form (FMIS-41A) (CAF) and two copies (i.e., fiscal officer and Disbursing Office) must be prepared and submitted directly to OPPRM for contract adjustments and encumbrance. See Contract Adjustment Form instructions as part of the Contract Adjustment Form (FMIS-41A) (CAF) (Attachment 275.3 and 275.4) and Disbursing Office instruction A8.839, Accounts Payable Processing.