



- 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.