

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
DANGLING ENCUMBRANCE FORM (FMIS44)

PURPOSE: To properly liquidate dangling encumbrances for Hard Copy and Electronic purchase orders. Encumbrance savings occur with quantity decreases (vendor initiated), unit price decreases and savings on tax, insurance and freight. These types of savings result in dangling encumbrances. This dangling encumbrance form shall not be used to circumvent the POCF policy.

DATA ITEM: COMPLETION INSTRUCTIONS

ALL FIELDS MUST BE COMPLETED. SHADED ITEMS REPRESENT INFORMATION TO BE COMPLETED BY DISBURSING.

HARD COPY PURCHASE ORDERS Check box for Hard Copy purchase orders. List only Hard Copy purchase orders on form.

ELECTRONIC PURCHASE ORDERS Check box for Electronic purchase orders. List only Electronic purchase orders on form.

Do not combine Hard Copy and Electronic purchase orders on the same form.

CAMPUS Enter campus code. Refer to Table A12.099.

DATE Enter date form prepared.

DEPARTMENT Enter department name.

ACCOUNT CODE / SUBCODE Enter 6-digit account code / 4-digit subcode. Separate line entries are required for each separate Subsidiary Ledger (S/L) account code, subcode.

TYPE Predefined.

DOCUMENT NUMBER Enter Purchase Order number with P prefix.

DESCRIPTION (VENDOR NAME) Enter vendor name.

AMOUNT Enter amount to be deleted (Verify on FMIS screen 026 or FHMR009B, Open Commitment Status By Fiscal Officer).

CREDIT Predefined

SIGNATURES Signature, date and FO code are required by Fiscal Officer.

Submit completed original Dangling Encumbrance Form that lists only Hard Copy purchase orders to the Disbursing Office. Disbursing will enter in FMIS screen 011.

Submit completed original Dangling Encumbrance Form that lists only Manoa and Systemwide Electronic purchase orders to the OPRPRM office. OPRPRM will data enter in FMIS screen 220.