

## UNIVERSITY OF HAWAII DANGLING ENCUMBRANCE FORM

Dangling encumbrances are encumbrance savings that occur with quantity decreases (vendor initiated), unit price decreases and savings on tax, insurance and freight. This dangling encumbrance form shall not be used to circumvent the POCF policy.  
(See reverse side for instructions.)

**Hard Copy Purchase Orders**      **OR**       **Electronic Purchase Orders**

*(A separate form must be completed for Hard Copy purchase orders and a separate form for Electronic purchase orders.)*

<b>Department</b>
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	Acct Code (nnnnnn) 6x	Subcode (nnnn) 4x	Type 1x	Doc No. (Pxxxxxx) 7x	Vendor Name (Description) 35x	Amount 12x	Credit
1.			0				C
2.			0				C
3.			0				C
4.			0				C
5.			0				C
6.			0				C
7.			0				C
8.			0				C
9.			0				C
10.			0				C
11.			0				C
12.			0				C
13.			0				C
14.			0				C
15.			0				C
16.			0				C

**TOTAL:**      \$

You are hereby requested to delete the dangling encumbrances for the above documents.

APPROVED: \_\_\_\_\_ / / \_\_\_\_\_  
              
 Fiscal Officer      Date      FO Code