Steps to complete and submit a **Dis**-Encumber Form to Business Services:

 Complete the *Dis-Encumber Request For Blanket Purchase Orders*, the form can be found here: <u>https://internal.redwoods.edu/formsresources</u> then go to Business Office > Purchasing

2. You must include all information requested on the form.

- 3. The form will need to be signed by the Cost Center Manager.
- 4. Email the completed form to both:
 - a. Accounts Payable at <u>accounts-payable@redwoods.edu</u>
 - b. Purchasing at <u>purchasing@redwoods.edu</u>

DIS-ENCUMBER REQUEST FOR BLANKET PURCHASE ORDERS

(To remove/release committed funds on an existing blanket purchase order.)

Please dis-encumber the following Blanket Purchase Order:

Blanket P.O. Number	
Vendor Name	
Vendor ID	
Original Amount Encumbered	\$
General Ledger (GL) Account:	Amount to be removed from original request
	(\$)
	(\$)
	(\$)
	(\$)

Requested By	
Date of Request	
Cost Center Manager	
Vice President	

Approval Limits:

Please note the following approval dollar amounts to determine who must sign for and approve the dis-encumber request:

- Cost Center Managers have an approval dollar limit up to \$11,480.
- The VPs of Instruction, Student Services, and Human Resources (HR) have an approval limit up to \$57,400.
- The VP, Administrative Services has an approval dollar limit up to \$459,200.
- The President has no limit.
- Object codes ending with <u>564XX</u> must have the Director, Administrative Services as the final approver.