

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

1. Complete the **Dis-Encumber Request For Blanket Purchase Orders**, the form can be found here: <https://internal.redwoods.edu/formsresources> 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 accounts-payable@redwoods.edu
 - b. Purchasing at purchasing@redwoods.edu

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	
Fiscal Year	
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 \$11,910.
- * The Vice President of Instruction and Student Services, has an approval limit up to \$59,550.
- * The Vice President, Administrative Services has an approval dollar limit up to \$476,400.
- * The President has no limit.
- * Object codes ending with 564XX must have the Director, Administrative Services as the final approver.