RE-ENCUMBER REQUEST FOR BLANKET PURCHASE ORDERS

(*To set aside or commit additional funds on an existing order for future expenditures)*

Blanket P.O. Number	
Fiscal Year	
Vendor Name	
Vendor ID	
Current Amount Encumbered	**$**
General Ledger (GL) Account: Check Box if GL is new.	**Amount to be added to BO**
☐	**$**
☐	**$**
☐	**$**
☐	**$**

Requested By _____

Date of Request _____

Budget Approval _____

Cost Center Manager Approval _____

Senior Staff Approval _____

Note: The approval limits outlined below apply to the total Blanket Purchase Order (BPO) amount, not solely to the portion being re-encumbered. Approval must be obtained at the appropriate level based on the full BPO value.

Approval Limits:

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

- **Directors, Deans, and Cost Center Managers** have an approval dollar limit up to $11,910.
- The VPs of Instruction, AVP of Student Services and VP of Human Resources have an approval limit up to $59,550.
- The VP, 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.