TO: EWU Departments  
FROM: Purchasing Department  
DATE: March 4, 2010  
SUBJECT: Year End Fast Approaching

Another fiscal year end is around the corner. In an effort to be proactive during the year end process, it is important to review your purchase order activity to ensure unnecessary purchase order encumbrances are not outstanding at the end of the year. For example, a department purchased a computer. The computer has been received; invoiced and final payment has been made. However, funds still remain encumbered against the purchase order due to various reasons (tax rounding issues, shipping was lower than estimated, etc.). If you have this type of scenario, this would be a good reason to close the purchase order and liquidate any remaining funds.

In Banner, there are a few forms that might assist you in determining if a purchase order needs to be closed to liquidate the encumbrance. Some of these Banner forms are:

FGIOENC-Organizational Encumbrance List  
FPIOPOF-Open Purchase Orders by FOAPAL  
FPIORQF – Open Requisitions by FOAPAL  
FGIENCD – Detail Encumbrance Activity

If you identify an order that needs to be closed, please send an email to Bill Santiago (bsantiago@ewu.edu). The email should include the purchase order number, vendor name, amount to be liquidated, and your authorization to close and liquidate the purchase order.

Please do not hesitate to contact me at x6604 if you have any questions.

Thank You