

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](mailto:accounts-payable@redwoods.edu)
  - b. Purchasing at [purchasing@redwoods.edu](mailto: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:**

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

**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 \$11,450.
- The VPs of Instruction, Student Services, and Human Resources (HR) have an approval limit up to \$57,250.
- The VP, Administrative Services has an approval dollar limit up to \$458,000.
- The President has no limit.
- Object codes ending with 564XX must have the Director, Administrative Services as the final approver.