

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

1. Complete the ***Re-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. Submit the form to budget@redwoods.edu. The request to re-encumber will be reviewed to ensure that funds are available in your budget.
4. Once approved, the form will need to be signed by the Cost Center Manager.
5. Based on the amount requested it may also need to be signed by the Vice President.
6. Email the completed form to both:
 - a. Accounts Payable at accounts-payable@redwoods.edu
 - b. Purchasing at purchasing@redwoods.edu

RE-ENCUMBER REQUEST FOR BLANKET PURCHASE ORDERS

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

Please re-encumber the following Blanket Purchase Order:

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

Requested By _____

Date of Request _____

Budget Available in GL Code _____

*****Budget must be approved prior to submittal*****

Cost Center Manager _____

Vice President _____

Approval Limits:

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