



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

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INSTRUCTIONS FOR ENCUMBRANCE REPORT (May 16, 2008)

Note: If the report does not open in Excel, call the Enterprise Service Center at 574-9709, and they will assist you. There may be a setting change that needs to occur which can be handled over the phone.

Once you have opened the report, please do the following:

- Add two columns to the right end of the report
 1. Change Order Reason
 2. Decreased Amount
- Review your lines, in the “detailed Listing” section of the report and determine if a change is required.
 1. **No change is required** – enter “none” in the Change Order Reason Column and leave the Decreased Amount Column blank
 2. **Close / cancel the line** – enter the reason in the Change Order Reason Column and enter 0 (zero) in the Decreased Amount Column
 3. **Decrease the amount on a line** – enter the reason in the Change Order Reason Column and enter the amount you would like the line to be, not what you want the line to be decreased by.
 - Example: Line 1 – encumbered amount \$100 – you would like it to be \$40 – enter \$40 into the decreased amount column NOT \$60 which is what you would like it to be decreased by.
- Remember to take into consideration any payments and receipts in transit.
- Name the file as follows: (agency name)_change order_5_20_2008
- Purchasing will only accept one file per agency.
- Email your file to Donna Brennan at dbrennan@purchasing.state.ri.us, no later than close of business Tuesday, May 20, 2008. Include the name and phone number of the contact person for any issues or questions on this report in your email. A copy of your file should be emailed to your Budget Analyst also.
- Print out a copy of your file and have it signed by your agency’s authorized agent and send it to Donna Brennan at the Department of Administration – Purchasing, 2nd Floor via interoffice mail. This file must be received by Purchasing no later than the close of business, Tuesday, May 20, 2008. This copy will be retained for auditing purposes.
- Reminder: it is the agency’s responsibility to cancel / close any requisitions. Purchasing will only be working on Purchase Orders
- Prior to submission of the encumbrance report, it is also the agency’s responsibility to ensure that the quantity billed equals the quantity received.