Encumbrance and PO Management

UW-Madison, Business Services, 21 N. Park Street, Suite 6101

Department Contact Information

Name: _____ Date: _____

Phone: _____

E-mail: _____

Department: _____

Division: _____

Change Information

PO Number: _____

Vendor Name & Number: _____

Is this PO a grant sub-agreement?	
YES	NO

*If ONLY making changes to PO funding string fill out box one (1) and table one (1).

*For all other changes to PO including funding string with PO funding begin at box two (2) and continue to the end of the document.

1. PO funding string changes:

Explain Changes from Step 1 in space below.

List Current Enc. Bal.	Account	Fund	Dept ID	Program	FY	Project	Bldg #/Class Code
(List current funding as shown in Remaining Encumbrance Status Tool.)							
Change to:	**Account**	**Fund**	**Dept ID**	**Program**	**FY**	**Project**	**Bldg #/Class Code**
(List what you would like the funding on the PO to be after the change is completed.)							

Route the PO funding string: Departments e-mail the completed form to Dean's or Divisional offices for approval. Dean's and Divisional offices e-mail approved form to pofundingstringonly@bussvc.wisc.edu.

2. PO Close/Cancel: *Note:* **Completed PO's close monthly**: View Close Criteria

Explain PO Close/Cancel reasons from step 2 in the space below.

3. PO dollar amount changes: **(Use grid below to describe any changes from 3 & 4).**

4. PO funding string changes:

Explain changes from Steps 3 & 4 in space below. Include changes to the line items and the new total amount for items with ***. Fill in the grid below to describe the current encumbrance and desired changes in step 3 & 4.

Enter current encumbrance balance from: Remaining Encumbrance Status Tool

List Current Enc. Bal.	**Amount**	**Account**	**Fund**	**Dept ID**	**Program**	**FY**	**Project**	**Bldg #/Class Code**
(List current amount(s) and funding as shown in Remaining Encumbrance Status Tool.)								
		Old Total						
Change to:	**Amount**	**Account**	**Fund**	**Dept ID**	**Program**	**FY**	**Project**	**Bldg #/Class Code**
(List what you would like the funding and dollar amounts on the PO to be after the change is completed.)								
		New Total						
		Difference						

5. Other PO Changes:

Explain PO changes from Step 5 in the space below.