

# Encumbrance Checklist Contracts & Procurement Services

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This checklist is designed to assist departments with managing and reducing their Purchase Order (PO) encumbrances. POs are issued for one fiscal year and should typically be paid/closed by the end of June. This checklist will outline the steps to identify, review, and change your POs.

	<p>Review Outstanding Invoices and Payments</p> <p>Sometimes POs remain open because they are pending payment. Please work with the supplier to determine if there are any outstanding payments.</p> <ul style="list-style-type: none"> <li>• Have I submitted a payment request, but it doesn't appear to be paid? How long has it been pending? (Contact <a href="#">Payment Services</a> to discuss next steps.)</li> <li>• Do I need to increase a PO line or add a new line, in order to allow an invoice to be paid? (Process a <a href="#">Change Order Request</a>)</li> <li>• Do I need to decrease a PO line to close the PO? (Process a <a href="#">Change Order Request</a>)</li> </ul>
	<p>Take Action to Resolve the PO</p> <ul style="list-style-type: none"> <li>• <a href="#">Submit an invoice</a> for payment</li> <li>• Follow up with <a href="#">Payment Services</a> to resolve outstanding payments.</li> <li>• Process a <a href="#">Change Order Request</a> to increase/decrease a PO Line or to close the PO.</li> <li>• Verify that the PO is no longer listed on the <a href="#">Open PO Report</a></li> </ul>
	<p>Verify that the PO is Closed</p> <ul style="list-style-type: none"> <li>• Run the <a href="#">Manage My Budget Report</a></li> <li>• Run the <a href="#">Open PO Report</a></li> </ul>

## Contacts

- Contracts  
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- Payment Services  
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- Procurement Services  
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## Forms/Guidelines

- Change Order Request: <https://www.sjsu.edu/fabs/services/p2p/pay/change-order.php>
- Manage My Budget: [https://sjsu.edu/fabs/docs/fdw\\_dept\\_manage\\_my\\_budget.pdf](https://sjsu.edu/fabs/docs/fdw_dept_manage_my_budget.pdf)
- Open PO Report: [https://sjsu.edu/fabs/docs/tut\\_cfs\\_po\\_life\\_cycle\\_report.pdf](https://sjsu.edu/fabs/docs/tut_cfs_po_life_cycle_report.pdf)