

PAYMENT OUT OF ENCUMBERED FUNDS
(1987)

3670

Purpose/Use: Process payment out of encumbered funds.

Reference/Authority: Accounting Procedures Handbook, Sections 3657.2, 3660, 3665, 3668, 3689, and 3691; SAM §8340-43.

Source: See procedures.

Forms/Related Documents: Agreement, RM-6;
Authorization for Payment of Invoice, AO-117;
Form 60;
Master Agreement Order, GSOP 175;
Printing Requisition-Invoice, STD 67;
Purchase Estimate, F-66;
Purchase Order, GSOP-1;
Request for Approval of Out-of-State Travel, STD 257;
Request to State Controller for Transfer to Service Revolving Fund; OSP-1;
Standard Agreement, STD 2;
Subpurchase/Contract Delegation Order, AO-40;
Travel Expense Claim, STD 262.

Due Date(s): Upon receipt.

Distribution: See procedures.

The processing of payment out of encumbered funds varies dependent upon the purchase and the document used to make the purchase.

REQUEST TO STATE CONTROLLER FOR TRANSFER TO SERVICE REVOLVING FUND, OSP-1.

Upon receipt of an OSP-1 with Printing Requisition-Invoice (STD 67) from Office of State Printer:

- Pull pending copy of STD 67 and Form 60 from file(s) and staple pending STD 67 to back of new STD 67.
- Write amount of STD 67 as shown on OSP-1 on top of STD 67 in Optional Use space.
- If payment is final, stamp Closed on STD 67, date, and initial.
- Post payment to Form 60:
 - Write current date in Date column.
 - Write Transfer Request No. shown on OSP-1 in Sch. No. space.
 - Write cost of job as shown on STD 67 in Amount space.
 - Write F(final) of P(partial) in M space.
 - Write descending balance or 0 as appropriate in Balance space.
- Prepare Multipurpose Posting Document, AO-25, per Accounting Procedures Handbook, Section 3668.
- Make one copy each of AO-25 and OSP-1. Staple copies to closed STD 67s and related Form 60s and place in file.
 - Forward original AO-25 and OSP-1 to DAO-Fund Accounting.

PURCHASE ORDER (GSOP-1)

When Purchase Order, GSOP-1 is received from Business Services:

- Log GSOP-1 in Encumbrance log.
- Pull related Purchase Estimate (F-66) and Form 60 from file, attach GSOP-1 and return all to file.

When shipment is received against GSOP-1 and the invoice received, the purchaser will stamp back of GSOP-1, write requested information in spaces provided and prepare an Authorization for Payment of Invoice (AO-117) if shipment is partial. Purchaser will then forward stamped GSOP-1, if shipment is final, Invoice, and AO-117, if shipment is partial, to DAO-Claims, who will:

- Pull related F-66, Form 60 and GSOP-1 from file.

- Audit, invoice to determine that shipment was as ordered, and AO-117 for correct preparation. See Accounting Procedures Handbook, Section 3660.
- Return file copies of F-66, Form 60 and GSOP-1 to file and prepare Claim Schedule per Accounting Procedures Handbook, Section 3689.
- Pull file copy of F-66, Form 60 and GSOP-1 and complete Form 60.
 - If final payment, file in closed file.
 - If partial payment, return to open file.

SUBPURCHASE CONTRACT/DELEGATION ORDER (AO-40)

When original (goldenrod) copy of AO-40 is received from encumbrance desk, log AO-40 in Encumbrance Log. Place AO-40 in pending file.

If invoice is received for partial shipment, purchaser prepares an AO-117 and forwards it with invoice attached to DAO-Claims. If and when shipment is complete, the second (pink) copy of AO-40, with invoice attached is forwarded to DAO-Claims. When received:

- Log in Encumbrance Log.
- Pull goldenrod copy of AO-40 from pending file.
- Complete stamp on face of goldenrod copy of AO-40. If partial shipment, return goldenrod copy to pending file. If complete, staple goldenrod to pink copy of AO-40.
- Prepare claim schedule using AO-117 and invoice if partial shipment and AO-40 and invoice if final. See Accounting Procedures Handbook, Section 3689.

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL (STD 257)

When Travel Expense Claim (STD 262) for out-of-state travel is received:

- Audit STD 262 per Accounting Procedures Handbook, Section 3657.
- Log STD 262 in Encumbrance Log.
- Pull related STD 257 and Form 60 from file.
- Complete Form 60. If STD 262 total is full amount of STD 257, place Form 60 and STD 257 in closed file. If not, return both to open encumbrance file.

- Prepare claims schedule using STD 262. See Accounting Procedures Handbook, Section 3691.

ALL OTHER DOCUMENTS FOR PAYMENT OUT OF ENCUMBERED FUNDS.

Upon receipt of invoice and/or AO-117 for payment against agreements or contracts:

- Log in Encumbrance Log.
- Pull related folder containing encumbrance document and Form 60.
- Audit, invoice to determine that terms of agreement and/or contract have been met, and AO-117 for correct preparation.
- Complete Form 60. If payment is final, place folder in closed file. If not, return to open encumbrance file.
- Prepare claims schedule. See Accounting Procedures Handbook, Section 3689.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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