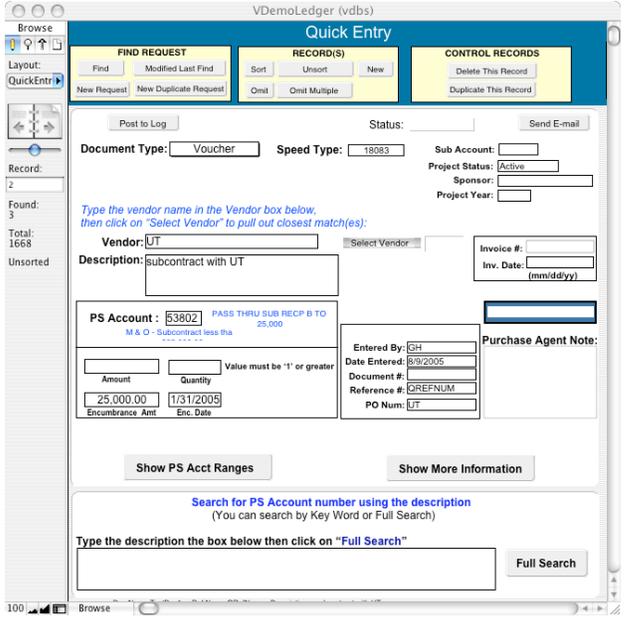
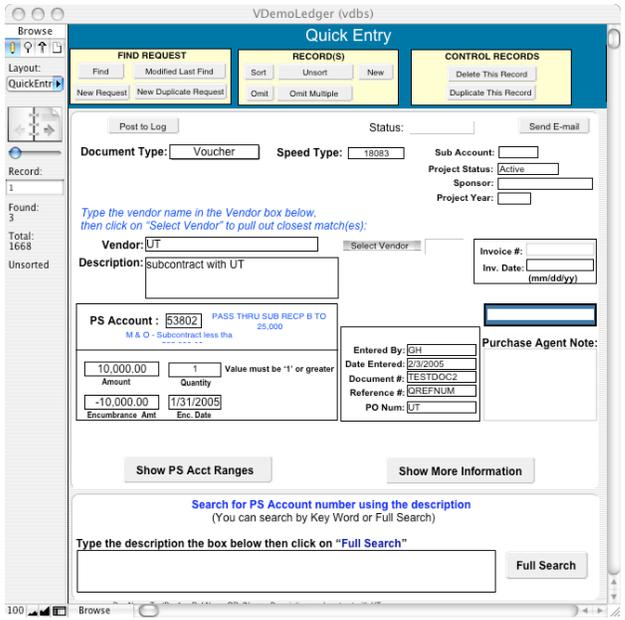
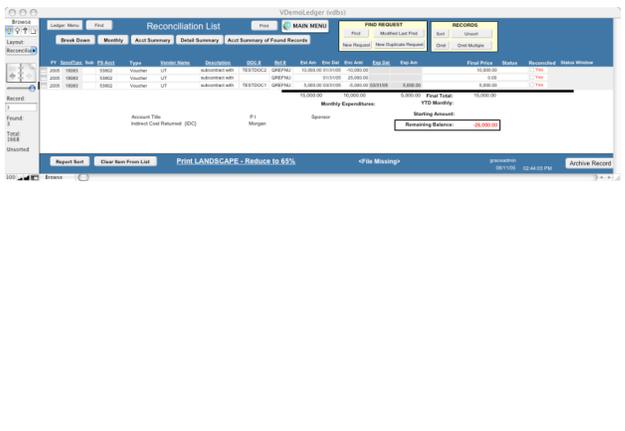


# PO / SubContract

<p><b>I.</b></p> <ul style="list-style-type: none"> <li>• Create New Record</li> <li>• Enter the encumbered amount in the 'Encumbrance Amt' field</li> <li>• Enter the Enc Date</li> <li>• Document Number = Blank</li> <li>• Reference # = Requisition</li> <li>• PO Num = PO Number</li> </ul> <p style="text-align: center;">***Leave the Amount and Quantity blank***</p>		
<p><b>II.</b></p> <p>Once the PO is ready to be released, <b>create a new</b> record with the following:</p> <ul style="list-style-type: none"> <li>• 'Amount' Field = Amount to be released</li> <li>• 'Quantity' Field = '1'</li> <li>• 'Encumbrance Amt' Field = Amount to be released as a negative</li> <li>• 'Enc Date' field = Date of the released</li> <li>• Document Number = Purchase Voucher #</li> <li>• Reference # = Same number as the Encumbered Transaction</li> <li>• PO Num = Same number as the Encumbered Transaction</li> </ul>		
<p><b>III.</b></p> <p>Once the PO / Subcontract has been expended from Peoplesoft</p> <ul style="list-style-type: none"> <li>• Enter the Expended Date &amp; Expended Amt</li> </ul>		

PO / SubContract

**IV.** Conclusion: Status Summary

VDemolEdgder (vdb)

Project Status Summary  
May 2005

Sponsor: PI: Morgan  
8/31/2099

18083 730 2072 HD110 B1031 NA  
Indirect Cost Returned (IC)

	Budgeted	Expended	Encumbered	Outstanding	Balance	PS Balance
* Salaries	0.00	0.00	0.00	0.00	0.00	
* Fringe Benefits	0.00	0.00	0.00	0.00	0.00	
* M & O	0.00	0.00	0.00	0.00	0.00	
* Travel	0.00	0.00	0.00	0.00	0.00	
Equipment	0.00	0.00	0.00	0.00	0.00	
Participate Cost	0.00	0.00	0.00	0.00	0.00	
Sub Contract (2 25,000)	0.00	0.00	0.00	0.00	0.00	
* Sub Contract (2 25,000)	5,000.00	10,000.00	10,000.00	0.00	-25,000.00	
I D C	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>5,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-25,000.00</b>	

Reconcile Month: 5/31/2005      Current Balance: -25,000.00

Business Administrator Approval

As the Principal Investigator, you are responsible for reviewing/approving monthly verification reports (reconciliation) [MAPP 05.04.02]. In addition, reconciliation must be processed within 90 days of the expenditure posting date [MAPP 05.02.02]. Therefore, department procedures require you to notify the department staff the necessary in writing of any reconciliations required.

Principal Investigator Signature

Comments: ERS Voucher 05502795 was not entered in JNet nor was there a copy in the file for this cost center. See attached outstanding document to file. ERS Voucher 05502795 was not entered in JNet nor was there a copy in the file for this cost center. See attached outstanding document to file. ERS Voucher 05502795 was not entered in JNet nor was there a copy in the file for this cost center. See attached outstanding document to file.