

**Request to Liquidate (Finalize) PO Encumbrance
Send to FM**

Date PO ID Buyer

Vendor ID Vendor Name

Detailed Description of change

Approved by

print name

signature

telephone

In PeopleSoft, the purchase order encumbrance is liquidated as vouchers are entered and budget checked against the purchase order. There are several ways to reduce or liquidate the PO encumbrance. Please navigate to Purchasing>Purchase Orders>Review PO Information>Activity Summary to review the receipts and vouchers for each line of the PO PO and run the PeopleSoft online query SAO_PO_UNLIQ before you complete this form.

Please use this form only to reduce the PO balance to \$0.0 by finalizing the PO. This action is only appropriate when the PO is fully vouchered. Please use the Request to Decrease PO via Change Order form for other situations. Please do not use this form to request liquidations of requisition preencumbrances or Travel Order balances.

Guidelines for Finalization versus Change Order to resolve unliquidated:

- On POs for goods, request finalization **only** after the final voucher has been budget checked.
- On POs for services, **always** request a change order.
- On blanket orders, request finalization **only** after the period of performance is past, after the final voucher has been budget checked, **and** if the unliquidated is less than \$1,000; otherwise request a change order.

Type PO	Status	Action	
	Fully vouchered	Finalize	Decrease through change Order
Goods	Y	Y	N
	N	N	Y
Services	N or Y	N	Y
Blanket Order within period of performance	N or Y	N	Y
Blanket Order after period of performance	Y	Y if less than \$1,000 remains	Y if more than \$1,000 remains
Blanket Order after period of performance	N	N	Y

One or more lines of the PO have been fully vouchered, but an unliquidated encumbrance remains. AP can finalize the PO line(s). This will liquidate any residual encumbrance for the PO line(s)-- the new balance of any finalized line will be \$0.0. Specify change by PO line number, schedule, and distribution line number:

PO Line	Schedule	Distribution	Description	Current PeopleSoft Unliquidated

Please fax this form to FM at 617/495-7326. Please email erphelp@cfa with any questions.

FM use only

Date/initials completed by FM: