Updated: July 15, 2015

What do I do if I ordered a product or service by 8/31/15, but I haven’t received the items by 8/31/15? This should lead to an encumbrance. Read below to see how to get an encumbrance set up in FAMIS.

**ENCUMBRANCES**

Encumbrances are items or services that have been **ordered** in FY15 that **have not been received**. An encumbrance will carry forward funds and budget balances from FY15 to FY16.

Items that have been **ordered** in FY15 **must be entered and CLOSED** in the FAMIS Purchasing module in FY15. Once an order is closed on-line, an encumbrance is established on that account for that order. This information from FAMIS will be used to report the year end encumbrances. Please continue entering documents for items ordered in FY15 through September 7, 2015.

**EXISTING ENCUMBRANCES**

What do I do if I have encumbrances on my account at 8/31/15?

Verify all encumbrances shown on the monthly “Open Commitment Status Report” and/or screen 21 in FAMIS and **immediately** report any discrepancies to the Accounts Payable Section **in writing or e-mail to elbrich@tamhsc.edu**. The last date these corrections will be accepted is **August 21, 2015**. Monitoring encumbrances should be done each month so that year end is easier to close out.

For any questions, please contact Debbie Elbrich at (979) 436-9239 or Kristin Nace at 979-436-9228.