

VN: \_\_\_\_\_  
 ENTERED: \_\_\_\_\_  
 RELEASED GA: \_\_\_\_\_  
 RELEASED IPS: \_\_\_\_\_

SHIPPENSBURG UNIVERSITY  
 SHIPPENSBURG, PA 17257

REQUEST FOR ENCUMBRANCE

TRACKING NUMBER: \_\_\_\_\_ DATE \_\_\_\_\_  
 DOCUMENT NUMBER ASSIGNED: \_\_\_\_\_  
 DOCUMENT TYPE: PURCHASE REQUISITION  
 FUNDS CENTER: \_\_\_\_\_  
 COMMITMENT ITEM/GL ACCT: \_\_\_\_\_  
 BUDGET CATEGORY: \_\_\_\_\_  
 DELIVERY DATE: \_\_\_\_\_  
 BALANCE: \_\_\_\_\_  
 REQUESTOR: \_\_\_\_\_  
 AMOUNT TO BE ENCUMBERED: \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*FIELD LIMITED ORDER ONLY\*\***  
 CONTRACT NUMBER: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_

DELIVER TO: \_\_\_\_\_ BUILDING ROOM: \_\_\_\_\_  
 VENDOR(S): \_\_\_\_\_  
 OR NAME: \_\_\_\_\_ PRICE CONFIRMED BY: \_\_\_\_\_  
 & ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ DATE: / /  
 \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PURCHASE REQUEST DETAIL

I/#	DESCRIPTION	QTY	U/M	U/PRICE	AMOUNT
	Estimated shipping	1	AU		

TRANSACTION COMPLETED BY: \_\_\_\_\_  
 APPROVALS: \_\_\_\_\_  
 \_\_\_\_\_

## Request for Encumbrance

The Request for Encumbrance form is used to request supplies or equipment through the university's purchasing system. The grant director is responsible for all purchases made for the project. The grant director completes the Request for Encumbrance form and is responsible for having the requests entered into the SAP system.

Complete the following items:

1. The date.
2. The number of the request, i.e. 1 for the first purchase request from this grant, 2 for the second purchase request.
3. The grant cost center number.
4. The commitment item number for the purchase (ex. 660100 Office Supplies; 660230 EDP Equipment less than \$5,000 per item; 74000 Computer Equipment greater than \$5,000 per item).
5. The fiscal year.
6. The balance may be left blank.
7. The name of the grant director (requestor).
8. The amount of the request.
9. A description of the item to be purchased.
10. The name of the individual and office location to which the item should be delivered.
11. The vendor number (if the university has previously purchased products from a particular company they are assigned a vendor number; it should be used if available).
12. If the vendor number is not available, enter the name and address of the vendor.
13. Some items purchased by the university are purchased under state contract; the grant director may check with the Purchasing Office to determine if an item is available under state contract; the Purchasing Office will provide the contract number.
14. If a price is confirmed by the vendor, enter the name of the person from the company who has confirmed the price, the date of the confirmation and the company's phone number.
15. The description of the item(s) to be purchased giving quantity, unit price and total cost; enough detail should be given to assure that the item purchased meets your specifications.
16. The grant director is responsible for having all procurement documents entered into the SAP system. Use ME51N – Create Purchase Requisition – for Request for Encumbrances.
17. The grant director should sign the form and send it to the Grant Accounting Office, Old Main 209, for further processing.