# **Encumbrance Validation Form**

DPI Office of School Business Services

**Instructions**

If an LEA is requesting consideration of an encumbrance that it believes is allowable for liquidation during the 120 -day liquidation period permitted under [2 C.F.R. 200.344(b)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344), it must submit a completed copy of this form, as well as supporting documentation for each encumbrance listed. All information requested must be provided for full consideration of the request.

*Obligation Date*

Please provide the date the LEA made the obligation reflected in the reported encumbrance. For example, if the encumbrance is for contracted services, the date the contract was signed by the district.

*Item Description*

When providing a description of the expenditure that has been encumbered, please limit your response to a single paragraph (2-4 sentences). Please provide only the necessary information for School Business staff to understand the nature of the activity, good, or service underlying the encumbrance sufficient to determine whether the expense would be an allowable encumbrance under U.S. Department of Education regulations regarding when an obligation of grant funds occurs (see [34 C.F.R. 76.707](https://www.ecfr.gov/current/title-34/subtitle-A/part-76/subpart-G/subject-group-ECFRae39e5300d1271f/section-76.707)).

*Supporting Documentation*

Supporting documentation is required to substantiate the allowability of a submitted encumbrance. The documentation provided need only establish the date of obligation of the expenditure and provide enough information to support the item description provided on the form. An LEA is not required to submit *all* documentation related to an expenditure that has been listed on the form. Please ensure that supporting documentation is labeled with the requisition/PO number on the form to facilitate review of the materials.

*Submission Instructions*

The form should be signed by the LEA Finance Officer prior to submission. Please submit the form (as a PDF) and any supporting documentation to John Keefer, Public School Budget Manager, Office of School Business Services (John.Keefer@dpi.nc.gov).

*Deadline*

Please submit any form by December 5, 2022. If extenuating circumstances require submission after that date, please contact John Keefer directly before submission of the materials to ensure that the submission will receive consideration.

## **Encumbrance Validation Form**

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| **Unit Number** |  |
| **LEA Name** |  |

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| **Requisition/PO#** | **PRC** | **Purpose Code** | **Object Code** | **Obligation Date** | **Item Description** |
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Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_