Unencumbered Disbursements

A request for an Unencumbered Disbursement (a request for disbursement on an item when a requisition and purchase order have not been created) should only occur when:

1. Item is on the Allowable Unencumbered Purchase List

2. Item was acquired in an Emergency (with justification, an item needed to be acquired immediately so that the normal purchasing process was not possible)

Note: unencumbered vouchers will fail budget checking if sufficient budget is not available for the payment of the invoice. Departmental Budget Managers are responsible for ensuring that sufficient budget is available for the expense.

In the event that a purchase order has not been prepared and sent to the vendor, the payment will be made unencumbered. The Unencumbered Payment Form, invoice and supporting documentation should be sent to Payment Services immediately upon receipt.

When it is determined that an unencumbered purchase should have been acquired with a purchase order, a confirming purchase order must be requested from Purchasing Services.

Allowable Unencumbered Purchases List

The following is a list of allowable unencumbered purchases:

1. Petty cash reimbursements
2. Payments to research participants
3. Utilities/Telephone
4. Freight
5. Postage
6. Cellular charges
7. Memberships/Subscriptions
8. Employee reimbursements
9. Direct travel payments (car rental, conference registrations & hotel payments)
10. Non-Employee Travel Reimbursements
11. Notary charges
12. Revenue Refund
13. Licenses
14. Insurance
15. Purchases $1000 or less and the vendor does not accept the Commodity Card

**Procedures for Submitting Unencumbered Payment Requests**

**University Departments Responsibilities**

- Complete the *Unencumbered Payment Form* available on the Controller’s website at [http://finance.fiu.edu/controller/Forms.html](http://finance.fiu.edu/controller/Forms.html). The department is responsible for verifying that all information is complete and correct and individual approving form is authorized for selected Department/Project ID.
  - Select the approved reason for the unencumbered payment.
  - Obtain approval signature for payment. The approval must be made by those individuals designated as Transaction Approvers and/or Budgetary Approvers.
  - Attach supporting documents (i.e. vendor’s invoice).
  - Forward the completed form and supporting documents to Controller’s/Payment Services/Accounts Payable CSC 3rd Floor via interoffice.
  - Reconcile departmental expenses on a monthly basis and report any discrepancies or errors in charges to the department immediately to accounts payable.