

## Unencumbered Payment Form Instructional Guide

An Unencumbered Disbursement is a request for disbursement on an item/service when a Requisition or Purchase Order does not have to be created.

### Unencumbered Payment Form Guidelines:

If an item is purchased before a Requisition/Purchase Order is created, please make sure to answer yes to the question 'Is this payment for a non-conforming Purchase?' A signed Non-Conforming Purchase Justification Form must be attached the unencumbered request as supporting documentation if you answered yes to the non-conforming purchase question. AP will deny unencumbered forms with the incorrect category and/or missing the justification form, if applicable.

All non-conforming purchase justification forms must have the Purchasing Director's approval. After completing the form, please send the form to the Purchasing department at [suppliers@fiu.edu](mailto:suppliers@fiu.edu). Once the signed form is returned to you, you can proceed with completing the unencumbered form.

Non-Resident alien payments require prior approval from the Controller's Office Tax compliance section.

Do not complete this form as compensation for an employee for work performed. You must contact the Payroll Office for further instructions.

### Benefits of the Unencumbered Disbursement Workflow Process:

The electronic workflow process reduces the time it takes to approve the disbursement and reduces unnecessary paper work.

### The Unencumbered Payment Form Link:

<https://imagenowweb.fiu.edu/imagenowforms>

## General Form Information

This section shows the user information of whomever is currently logged in filling out the eform. This also contains the option of including documentation of non-conforming purchases.

### General Form Information

Show Instructions

Initiator Panther ID:

Initiator Name:

**Is this payment for a non-conforming Purchase?**

Yes

No

If you are entering an unencumbered eform for a non-conforming purchase, select 'Yes' to the question shown. Click on the [Non-conforming Purchase Justification form](#) link, download and complete and attach signed form using the "Upload form" button. The unencumbered eform will expand to reveal more fields when the file has been attached. If you have any questions regarding the non-conforming purchase justification process, please send an email to [suppliers@fiu.edu](mailto:suppliers@fiu.edu).

General Form Information	
<input type="checkbox"/> Show Instructions	
Initiator Panther ID: <input type="text"/>	Initiator Name: <input type="text"/>
<b>Is this payment for a non-conforming Purchase?</b>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Please click on, complete and attach the Non-Conforming Purchase Justification form in order to continue.</b>	
<a href="#">Non-Conforming Purchase Justification form</a>	
AP will deny any unencumbered requests for non-conforming purchases without a completed and signed justification form.	
<input type="button" value="Upload Form"/>	

### Part I – Invoice Number

**An invoice number is needed to complete the form.** Specify the invoice number in this field and attach an electronic copy. If an invoice number is not provided, please leave the field blank. Accounts Payable will populate the field. Once you have entered the invoice number then enter the "Invoice Date".

Part I - Invoice Number	
Invoice Nbr: <input type="text"/>	Invoice Date: <input type="text"/> (mm/dd/yyyy)
<b>Notes:</b> - If you have an invoice number, please specify the number in this field and attach an electronic copy.	

## Part II – Supplier Information

There are two ways of inserting the Vendor Information:

1. Enter the **Supplier ID** in the field and click anywhere on the screen. This will populate the vendor information in the corresponding fields.
2. Enter the first few letters of the **Supplier Name** on the Supplier Name field and this will automatically populate a drop-down menu. Select a vendor from this drop-down list. This will populate the vendor information in the corresponding fields.

Part II - Supplier Information			
Insert Supplier ID or key-in first few letters of the description to retrieve a Supplier from the dropdown list.			
* Supplier ID:	<input type="text"/>	* Supplier Name:	<input type="text"/>
Supplier Location:	<input type="text"/>		
Address:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>

## Part III – Chartfield Information

**A Project or Activity Number must be selected in the Chartfield Information section.** Enter the Activity or Project number in the SpeedChart field and the corresponding fields will be populated.

Part III - ChartField Information			
* SpeedChart:	<input type="text"/>	Activity Nbr:	<input type="text"/>
Department ID:	<input type="text"/>	Department Name:	<input type="text"/>
PC Bus. Unit:	<input type="text"/>	Site/Class:	<input type="text"/>
Activity:	<input type="text"/>	Cost PID:	<input type="text"/>
		Project ID:	<input type="text"/>
		Fund:	<input type="text"/>
		Program:	<input type="text"/>
		Budget Ref:	<input type="text"/>

**Optional fields, use if applicable:**

**Cost PID** : To track expenses related to faculty allocations

**Budget Ref** :To track specific years for Financial Aid and COM only

**Notes:**

- Non-resident alien payments require prior approval from the Controller's Office Tax Compliance section.

- Do not complete this form as compensation for an employee for work performed. Contact the Payroll Office for further instructions.

- **This form should only be used for Florida International University (FIU01 and FCN01) unencumbered payments. Please use the Foundation unencumbered form for FIU Foundation unencumbered payments.**

Users should contact their Business Unit's Communication Partner with any questions regarding the usage of the optional fields (Cost PID, Budget Ref) listed in this section.

## Part IV – Departmental Contact Information

*The Departmental requester's information should be used to fill-out this section.* Enter a PID in the “Panther ID” field to populate the requester’s name and department. Enter the remaining required fields.

Part IV - Departmental Contact Information			
* Panther ID:	<input type="text"/>	Full Name:	<input type="text"/>
Department Name:	<input type="text"/>	* Location:	<input type="text"/>
* Department Phone Nbr:	<input type="text"/>	Fax:	<input type="text"/>

## Part V- Special Mailing Instructions

If applicable, select the appropriate boxes.

Part V - Special Mailing Instructions	
Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box below. If other special circumstances is selected, a comment box will appear below to enter additional information.	
<input type="checkbox"/> Wire Payment to Supplier, banking information attached	
<input type="checkbox"/> Other special circumstances	

## Part VI – Justification

Select the appropriate category from the drop-down menu. Then add the statement of purpose in the box provided. Insert the Account number and this will populate the account description in the “Descr” field. Enter the description of the service requested in the description field and the amount. Once an amount is entered the system will allow you to add/delete new rows. The total will be calculated automatically.

## Part VI - Justification

Statement of purpose or benefit expected to be derived to serve the interest of Florida International University. Un-encumbered Payment request should not be used in place of a Requisition/Purchase Order:

\* Please select the appropriate Justification Category:

Select ... ▼

Enter statement of purpose below:

Insert Account Nbr or key in first few letters of description to retrieve an account from the dropdown list.

Account	Descr	Description	Amount
* Use additional rows as needed.			Total:

## Requested By Section

Insert the Panther Id to populate the Name field. Read and check off the statement box.

***All supporting documents including an invoice must be attached or the form will be deleted after submitted.*** The attachment button is on the bottom of the form.

Once the documents have been attached to the form and it has been completed select the submit button.

### Requested By

\* Panther ID:  Name:

Required fields are marked with \*

I do solemnly swear (or affirm) that the amount scheduled above are just and true in all respects and were expended by the individual named for University purposes and that payment therefore has not been received.

Tel: 305.348.3889. Fax: 305.348.1774  
[www.finance.fiu.edu/controllers/](http://www.finance.fiu.edu/controllers/)