

**Commonwealth of the Northern Mariana Islands (CNMI)**

**Department of Finance**

**ENCUMBRANCE  
POLICY AND PROCEDURES**



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## SECTION 1: PURPOSE

The purpose of this policy is to ensure the effective management, maintenance, and reporting of encumbrances in the Tyler Munis System.

The CNMI Government is committed to maintaining accurate and transparent financial records. Reviewing and managing encumbrances is a crucial aspect of financial management where accountability and transparency are paramount. Encumbrances will be regularly reviewed and managed to ensure that funds are utilized efficiently and in accordance with budgetary requirements.

Complimenting the Encumbrance Policy and Procedures is the procedural guidelines for purchasing provided in SFM2024-232 – All Gov’t Departments – Policy on Outstanding Req., PO, CO, etc. This is to ensure accurate and timely processing and management of requisition entries, purchase orders, change orders, contract entries, and direct invoices related to utilities, fuel, and communications.

### Section 1.1. Background

The process of creating an encumbrance involves the following steps in the Tyler Munis System:

- (a) Once a Requisition Entry has been created and allocated, the system automatically encumbers the account. The encumbrance reserves the budgeted funds against the appropriate account codes and project codes specified in the requisition.
- (b) Throughout the procurement process, the system manages the encumbrance, updating it as necessary to reflect changes such as amendments to the PO, partial deliveries, or cancellations.
- (c) When invoices are received from vendors, the system matches them against the corresponding encumbrances and purchase orders to facilitate accurate payment processing.
- (d) When a Purchase Order is fully liquidated, the system automatically closes the Purchase Order.
- (e) Contract closure is not automated, and a manual process is required.

### Section 1.2. Effective Date

The Encumbrance Policy and Procedures will be effective in Fiscal Year 2025 beginning **October 1, 2024** and the following encumbrance activities will be enforced.



## SECTION 2: ENCUMBRANCE POLICY

### Section 2.1. Federal Funds

Pursuant to 2 CFR § 200.344, all encumbrances exceeding **90 days** (3 months) after the end of the approved liquidation period will be de-obligated unless special conditions by the federal grantor have been approved.

### Section 2.2. General Fund/Special Revenue Funds

For locally funded and private grants, the following conditions will apply:

- (a) Encumbrances associated with completed projects or expired contracts will be reviewed for closure quarterly.
- (b) Encumbrances with NO activity for more than 90 days will be subject to review and de-obligation/closure.
- (c) The deadline for increase in encumbrance (requisition/purchase order/contract) shall be submitted no later than dates listed for each of the following governmental agency:
  - Executive branch: August 31
  - Judicial branch: September 30
  - Legislative branch: September 30
  - Municipal governments: September 30

## SECTION 3: DEPARTMENT/AGENCY RESPONSIBILITIES PROCEDURES

At the end of each quarter, all Departments/Agencies shall generate necessary reports in MUNIS to identify, review and validate open purchase orders and encumbrances within their expenditure authority.

The Departments/Agencies will utilize the Open POs by Account Report and the Open Encumbrance by PO Number Report to generate the reports for review. *Refer to Appendix A and Appendix B for procedures on how to run these reports in MUNIS.*

Utilizing the reports above, the Department/Agency will provide the list of open Purchase order (POs) and Contracts with encumbrances along with a written memo to Procurement Services Division requesting to cancel POs or to close a contract file. The Department will also verify with the Financial Services Division on all pending invoices for posting. This is to ensure invoices are not in their possession waiting to be processed.

Justification memo for closing encumbrances will be attached to the Tyler Content Manager (TCM) and maintained in the financial management system file.

**SECTION 4: PROCUREMENT SERVICES DIVISION RESPONSIBILITIES**

Once approval is received by the Procurement Director, the Procurement Services team will initiate the closure of each purchase order by utilizing the Purchase Order Change Order module (Refer to Appendix C for procedures to Cancel a Purchase Order). For contract closure, Procurement Services will utilize the contract change orders module. (Refer to Appendix D for procedures to Close a contract).

The conditions for the closure of open purchase orders are as follows:

- (a) The Department has completed its review and determined that PO will need to be canceled.
- (b) The Department provides a written memo to the Procurement Services Director requesting to close the PO.

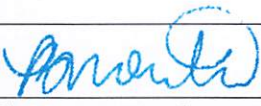
The conditions for contract closure are as follows:

- (a) The contractor has completed the required deliveries, and the Government has inspected and accepted the supplies.
- (b) The contractor has performed all services, and the Government has accepted these services.
- (c) Contractor failed to deliver services and or goods
- (d) All option provisions, if any, have expired.

**SECTION 5: REVISION/VERSION HISTORY**

*\* This Encumbrance policy and procedure will be periodically reviewed and updated to reflect changes in regulations or organizational requirements.*

**Revision History**

Originator:	Department of Finance, Office of the Secretary
Effective Date:	10/01/24
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
Procedure Purpose:	To document and standardize the management of encumbrances for the CNMI Government.

**Version History:**

Version Number	Version Date	Description of Change	Point of Contact
<i>Version 1.0</i>	<i>10/01/24</i>	<i>Initial Release</i>	<i>JDLG</i>



## SECTION 6: APPENDICES

### Appendix A: Open POs by Account Report

This report displays all Open Purchase orders broken down by GL account. The report displays the Vendor Name, PO Date, Amount Ordered, Remaining Open Amount and Line Descriptions. This report can be used at the end of each month, quarterly or for the year end preparation to identify “open” Purchase Orders that may need review to determine which purchase orders should remain open and which purchase orders should be closed prior to the year end. (Refer to *Appendix A* for procedures to run the Open POs by Account Report).

Using the ‘Open POs by Account’ report, perform the following steps:

To run the “Open PO by Account” report you will need to go to Tyler Menu: **Enterprise ERP>Purchasing>Purchase Order Inquiry and Reports>Standard PO Reports**

*Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.*

1. The Standard PO Report module will open for you to select the report option.
2. Click on the “Open PO by Account” ribbon to continue

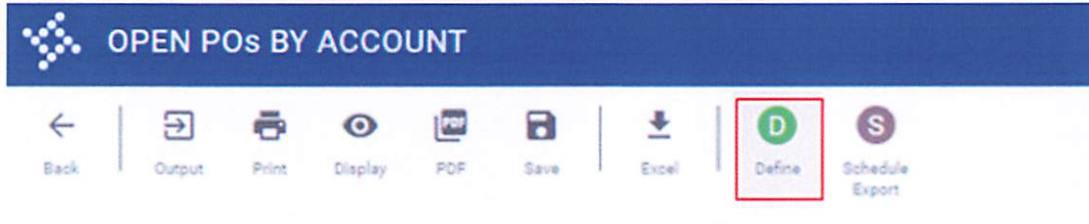


Standard PO Reports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Report Options

- Open PO by Account
- PO by Due Date
- PO by Vendor
- PO by Commodity Code
- PO Audit Report
- Encumbrance by PO Number
- Capital Asset Purchase Orders

3. Click on the “Define” ribbon to update general information



4. On the General information - Select the **"Fund"** on the Sort by field
5. On the Inclusion Options – Use the Drop-Down menu, Calendar, or enter the department code that you will be running the report for:
  - PO Fiscal Year – Select **"Current"**
  - PO entered – Use the current fiscal year period – **10/01/2023 to 09/30/2024**
  - Dept/Loc - Enter your department code or leave it blank. *You will only be able to access department codes that you are authorized for*
  - You can leave everything else blank since you are running for all accounts for the department
  - On "Accounts", only select the **"Expense"** box
  - Click on the **"Accept"** ribbon to continue.





## OPEN POs BY ACCOUNT



Back



Accept



Cancel

Standard PO Reports [COMMONWEALTH NORTHERN MARIANA ISLANDS] &gt; OPEN POs BY ACCOUNT &gt;

## General

☒ Initially sort by Dept/LocSort by ☒ Fund ☐ Organization ☐ Account

## Inclusion options

PO fiscal year	Current		2023
PO entered	10/01/2023	to	09/30/2024
Dept/Loc	...	to	ZZZZZ
Fund		to	ZZZZ
BRANCH	...	to	ZZZZZZZZZZ
LOCATION	...	to	ZZZZZZZZ
DEPARTMENT	...	to	ZZZZZZZZZZ
DIVISION	...	to	ZZZZZZZZZZ
FUTURE USE	...	to	ZZZZZZZZZZ
Org	...	to	ZZZZZZZZ
Object	...	to	ZZZZZZ
Project	...	to	ZZZZZ
Accounts:	<input checked="" type="checkbox"/> Expense <input type="checkbox"/> Revenue <input type="checkbox"/> Balance Sheet		

Enter Fund code

No Record(s) Found.

6. Click on the "PDF" or "Excel" ribbons to extract the report.

- Report View Sample:

## COMMONWEALTH NORTHERN MARIANA ISLANDS



## OPEN PURCHASE ORDERS BY ACCOUNT

GROUPED BY FUND

DATE RANGE: 10/01/2023 TO 09/30/2024 CURRENT YEAR POS\*

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 4000-1-10-12-1207-000-65010 -				OPERATIONAL SUPPLIES			
22313766	004	100524	YCD CORPORATION	10/13/23	523.64	60.20	SUPPLY-OPERATION OF HARDWARE MATE
22313766	005	100524	YCD CORPORATION	10/13/23	31.00	31.00	SUPPLY-OPERATION OF HARDWARE MATE
22313766	007	100524	YCD CORPORATION	10/13/23	130.94	103.95	SUPPLY-OPERATION OF HARDWARE MATE
					685.58	195.15	
TOTALS FOR FUND: 4000 FEDERAL FUND					685.58	195.15	
TOTALS FOR Dept/Loc: 1207					685.58	195.15	

## Appendix B: Open Encumbrances by PO Number Report

This report displays the original ordered amount and the remaining open balance of a PO based on PO number. Report can be used to see open amounts on a range of Purchase Orders by department codes. (Refer to *Appendix B* for procedures to run the Open Encumbrances by PO Number Report).

To run the **"Open Encumbrances by PO Number"** report you will need to go to Tyler Menu:

**Enterprise ERP>Financials>Purchasing>PO Inquiry and Reports Menu>Standard PO Reports>**

*Before you can successfully complete this process, you must ensure that roles granting the necessary permission have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.*

- The Standard PO Report module will open for you to select the report option.
- Click on the "Encumbrance by PO Number" ribbon to continue

## Standard PO Reports [TEST DATABASE Jul 23 2024]



Close

Standard PO Reports [TEST DATABASE Jul 23 2024]

## Report Options

Open PO by Account

PO by Due Date

PO by Vendor

PO by Commodity Code

PO Audit Report

Encumbrance by PO Number

Capital Asset Purchase Orders



## Report Set-up:

- Click on the “Define” ribbon to update Standard PO Report information
- On the “Open Encumbrance by Po Number” module, use your tab key to navigate to each required fields to enter or select using the drop-down menu options.
- On the Standard Po Reports, under the General information Select the “Detail” option including the GL account information and the Initially sort by dept/Loc
- On the Inclusion Options – Use the Drop-down menu, to select options
  - PO fiscal year - Leave the POs field **00000000** to **00000000**, with current year
  - POs field - Check mark both options on **Include zero balance POs** and the **Include carry forward POs**
  - On the Dept/Loc - Enter the dept code **from** and **to** or just one department code
  - The Fund - should be set from **1000** to **5000**. This will capture all accounts.
  - Branch - should be from **0** to **zzzzzzzzzz**
  - Location – Click on the field help button and select the appropriate segment code (island)

LOCATION

10

to

zzzzzzzzzz



## Segment Code Help



Back



Accept



Cancel



Output



Print



Display



PDF



Save



Excel



Word

Standard PO Reports [TEST DATABASE Jul 23 2024] &gt; Open Encumbrance by PO Number &gt; Segment Code Help

Segment Code	Description
00	UNDEFINED
10	SAIPAN
20	ROTA
30	TINIAN
40	NORTHERN ISLANDS

7. Click on the “Accept” ribbon to extract the report

8. The system will prompt you that Change report options 40 Record(s) were found



# ENCUMBRANCE POLICY AND PROCEDURES

## Inclusion options

PO fiscal year: Current 2023

POs \*: 00000000 to 99999999

☒ Include zero balance POs

☒ Include carry forward POs

Dept/Loc: 1701 to 1701

Fund: 1000 to 5000

BRANCH: 0 to ZZZZZZZZZZ

LOCATION: 10 to ZZZZZZZZZZ

DEPARTMENT: 00 to 20

DIVISION:  to ZZZZZZZZZZ

FUTURE USE:  to ZZZZZZZZZZ

Org:  to ZZZZZZZZ

Object:  to ZZZZZZ

Project:  to ZZZZZ

Change report options  
40 Record(s) Found.

9. Click on the "PDF" or "Excel" ribbons to extract the report.



## Open Encumbrance by PO Number



Back



Output



Print



Display



PDF



Save



Excel



Define



Schedule  
Export

TEST DATABASE Jul 23 2024



## OPEN ENCUMBRANCE BY PO NUMBER REPORT

Detail Report for: 2023

PO #	Vendor Name	Account	Amount Ordered	Amount Lfg/Cancel	Amount Open
	closed	Dept/Loc 1701			
22301062	102886 RAYS LAWN CARE AND M	4000-1-10-17-1701-000-63300 -ARPA	7,500.00	7,500.00	.00
	closed check 81798	11/16/22 Dept/Loc 1701			

## Appendix C: Procedures to “Cancel” a Purchase Order

To “Cancel” a purchase order you will need to go to the Tyler Menu: **Enterprise ERP>Financials>Purchasing>Purchase Order Processing>Purchase Order Change Order**  
*Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.*

1. Click on the “Search” ribbon
2. Enter the Purchase Order number “PO Number”
3. Click on the “Accept” ribbon to continue
4. Review the purchase order records for accuracy

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Close Accept Search **Review** Update Output Print Display PDF Save Excel Email Schedule Attach Line Items Notes Alerts Cancel PO Close PO Re-Open PO Mass Cancel PO Mass Close PO Cancel by GL Print PO

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Main Terms/Miscellaneous User Defined

Purchase Order Details

Dept/Loc: 1701 SECRETARY OF FINANCE  
 Fiscal year: 2023 Current Next Period: 10 Close at EOY  
 PO number: 22309846  
 General commodity:  
 General description: 5 GALLON WATER REFILL

Buyer: y.izama  
☐ Project accounts applied  
☒ Three way match required  
☐ Inspection required  
 Inspector:  
 Receive By: Quantity Amount

Status: Original B - Printed  
☐ Change Order N - None  
 Entered: 07/10/2023  
 Needed by:  
 Expire:  
 Last changed: 00

General Notes Receiving Invoices

Vendor Details

Vendor: 100475 Committed  
 Name: SAIPAN ICE & WATER CO.  
 PO mailing: 0  
 PO BOX 501808  
 SAIPAN MP 96950  
 CNMI  
 Delivery method: ☒ Print ☐ Fax ☐ E-Mail

Shipping Details

Ship to: 1701  
 DOF - SECRETARY'S OFFICE  
 SAIPAN MP 96950  
 Email:  
 Reference:  
 Deliver To

5. To Cancel the Purchase Order, click on the “Cancel PO” ribbon on top dashboard

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Close Accept Search Review Update Output Print Display PDF Save Excel Email Schedule Attach Line Items Notes Alerts **Cancel PO** Close PO Re-Open PO Mass Cancel PO Mass Close PO Cancel by GL Print PO

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Main Terms/Miscellaneous User Defined

Purchase Order Details

Dept/Loc: 1701 SECRETARY OF FINANCE  
 Fiscal year: 2023 Current Next Period: 10 Close at EOY  
 PO number: 22309846  
 General commodity:  
 General description: 5 GALLON WATER REFILL

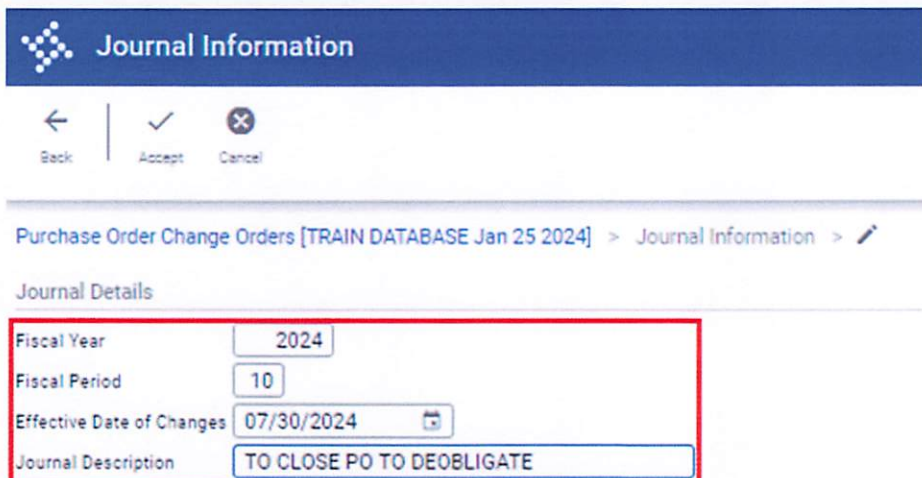
Buyer: y.izama  
☐ Project accounts applied  
☒ Three way match required  
☐ Inspection required  
 Inspector:  
 Receive By: Quantity Amount

Status: Original B - Printed  
☐ Change Order N - None  
 Entered: 07/10/2023  
 Needed by:  
 Expire:  
 Last changed: 00

General Notes Receiving Invoices



6. The system will require for you to provide a Journal Information. Enter the appropriate Fiscal Year, Fiscal Period, Effective date of Changes, and a Description of why you are cancelling this Purchase Order.



**Journal Information**

Back | Accept | Cancel

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024] > Journal Information >

Journal Details

Fiscal Year: 2024

Fiscal Period: 10

Effective Date of Changes: 07/30/2024

Journal Description: TO CLOSE PO TO DEOBLIGATE

7. The system will prompt you this message: Click on the “Yes” ribbon to continue



Are you sure you want to cancel the selected PO(s)?



Yes No

8. The system will prompt you to select the Output type settings. Click “Save” for the Output type, then use the drop-down menu on Save as type and select “PDF (.pdf)”
9. You may include a “report title” name or you may leave it blank (Optional)
10. Click on the “OK” ribbon to continue



## Output



## Output type

☐ Munis printer

☒ Save

Save in: Munis spool directory

File name: pomaintn4078

Save as type: PDF (.pdf)

Plain text (.txt)

Comment: Save: PDF (.pdf)

You may accept the default or enter your own file name.

## Report title

TO CLOSE PO TO DEOBLIGATE

## Output style

☒ Presentation

☐ Plain Text

## Output options

☒ Enable hyperlinks if present

Copies

1

OK

Cancel

## 11. The purchase order status will change to "0 - Closed"

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Close Accept Search Browse Update Output Print Display PDF Save Scan Mail Schedule Attach

Line items Notes Audit Cancel PO Close PO ReOpen PO Times Cancel PO Times Close PO Cancel by GL Print PO

Purchase Order Change Orders [TRAIN DATABASE Jan 25 2024]

Main Terms/Miscellaneous User Defined

Purchase Order Details

Dept/Loc: 1701 SECRETARY OF FINANCE

Fiscal year: 2023 ☒ Current ☐ Next Period: 10 ☐ Close at BOY

PO number: 22309546

General commodity: 5 GALLON WATER REFILL

General description: 5 GALLON WATER REFILL

Buyer: v.Rizama

Project accounts applied: ☐

Three way match required: ☒

Inspection required: ☐

Inspector:

Receive By: ☒ Quantity ☐ Amount

Status: 0 - Closed

Original: ☒ Change Order: N - None

Entered: 07/10/2023

Needed by:

Expire:

Last changed: 08/02/2024 02

General Notes Receiving Invoices

The process has been completed. **You are done!**

## Appendix D: Procedures to “Close” a Contract

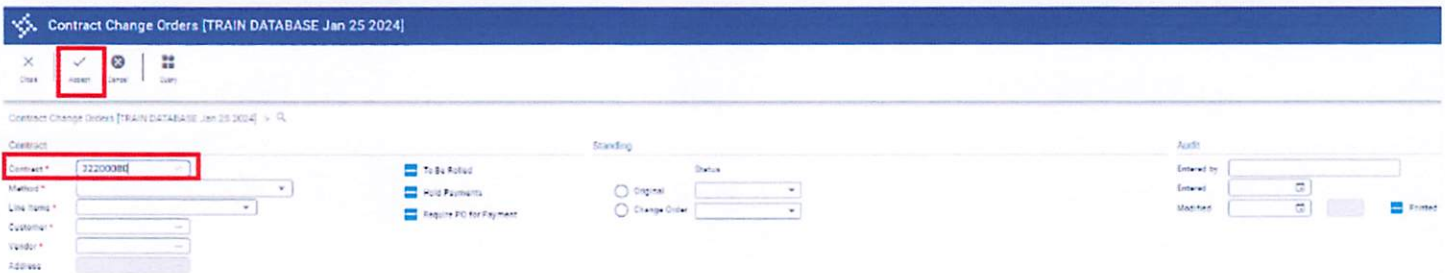
To “Close” a contract you will need to go to the Tyler Menu: **Enterprise ERP>Financials>Purchasing>Contract Management>Contract Change Orders**

*Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.*

1. Click on the “Search” ribbon



2. Enter the contract number “Contract”
3. Click on the “Accept” ribbon to continue



4. Review the records for accuracy before closing each contract
  - Check for Pending invoices that needs to be processed by DOF-Accounts Payable
  - Attach the approved memo from the Procurement Director requesting to Close (De- Obligate) the contract. The procurement director will have to approve the request.

## ENCUMBRANCE POLICY AND PROCEDURES

**Contract Change Orders [TRAIN DATABASE Jan 25 2024]**

---

**Contract**  
 Contract # 32200086  
 Method Disbursed Accounts  
 Line Items None  
 Customer  
 Vendor 130124 ONE LEGACY LLC Vendors (1)  
 Address 0

**Standing**  
☐ To Be Rm'd  
☒ Void Payments  
☐ Require PO for Payment

**Status**  
 Original POSTED  
 Change Order NONE

**Audit**  
 Entered by D Damiano  
 Entered 01/30/2021  
 Modified 01/29/2023 6

---

**Main** | Retainage | User Defined | Accounts | Subcontractors | Insurance | Bonds

**Main Information**

Doc/Proj #	1011 CHILD CARE DEVELOPMENT
EOLBFF	
Request Year/Number	/
Project	
Description	FY2000DE DISASTEOLTYA09/30/11-721637
Year *	2022 Phase 1
Type *	PLOP SERVICES
Subtype	
Review code	
Percent complete	0.00 as of
Administrator	
Workflow	None Notification Percentage 0.00

**Dates**

Estimated start	05/18/2021
Estimated completion	01/30/2023
BID awarded	
Approved	
Initial expiration	
Renewal action	
Extended through	

**Diers**

Original	500
Standard	948
Railroad	955

---

**Totals**

	Original	Open Req.	Open PO	Expended amt	Encumbrance	Contingency balance
Original	334,208.00					
Railroad	775,160.00					
Expended amt	775,160.00					
Encumbrance	0.00					
Contingency balance	0.00					

	Available	Avail w/Contingency
Available	0.00	0.00
Avail w/Contingency	0.00	0.00

**Additional information**

- Milestones (0)
- Performance (0)
- Requisitions (0)
- Purchase Orders (0)
- Invoices (22)
- Terms

5. To Close a contract, click on the “**Close Contracts**” ribbon on the dashboard

Contract Change Orders [TRAIN DATABASE Jan 25 2024]

Contract: 12100580

Method: Encumbered Accounts

Line Item: None

Customer: ONELEADY LLC

Vendor: 100266

Address: 0

Vendors (1)

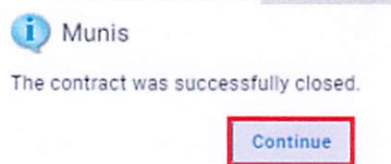
Standing: ☒ Original ☐ Change Order

Status: POSTED

Audit: Entered by: D. Contreras, Entered: 05/30/2021, Modified: 05/29/2023

6. The system will prompt you a message: **"The Contract was successfully closed"**

7. Click on the “Continue” button to move on





8. The Contract status will change to "Closed".

The screenshot shows the 'Contract Change Orders' interface. The 'Status' dropdown menu is highlighted with a red box, showing the option 'CLOSED' selected. The 'Standing' dropdown menu is also highlighted with a red box, showing the option 'NONE' selected. The 'Audit' section shows the contract was entered by 'D. CONTRACTO' on '08/30/2021' and modified on '09/29/2023'.

9. You may click on the "PDF" ribbon on top to download the contract file, select on print criteria "Print Comments", then click **Accept** to continue.

The screenshot shows the 'Print Options' interface. The 'Accept' button is highlighted with a red box. The 'Print Criteria' section shows the 'Print comments' checkbox selected, which is also highlighted with a red box. The 'Print subcontractor payment records' checkbox is unchecked.

## Contract Change Orders Report:

Contract Change Orders [TEST DATABASE Jul 23 2024]

TEST DATABASE Jul 23 2024

**CONTRACTS**

Contract: 32200080  
 Vendor: ONE LEGACY, LLC (100246)  
 Status: CLOSED (10)  
 Contract method: Encumbered Accounts

Remit: 0

Dept/Loc: CHILD CARE DEVELOPMENT (1213)  
 Bid/RFP:  
 Project:

Printed: N  
 To Be Rolled: Y  
 Require PO for Payment: N  
 Require Signatures: 0

Fiscal yr/period: 2022 01  
 Description: FY20CCDF-DISASTEQLTYA09/30/21, 721637  
 [2022-09-26 11:34:54 D.CamachoADDITIONAL EXTENSION FROM 10/01/2022  
 THRU 08/15/2023, ADDITIONAL; COST \$ 440,952.00, CHANGE ORDER NO., 01.  
 RFP21-DCCA-CCDF-056

Type: PROF SERVICES  
 Subtype:  
 Review code:  
 Administrator:  
 Workflow: None  
 Ceiling Notification Percent: 0.00

Dates:  
 Entered: 09/30/2021 Entered By: Donald C. Camacho  
 Awarded:  
 Approved:  
 Expire:  
 Renewal action:  
 Extended through:  
 Estimated start: 05/18/2021  
 Estimated end: 09/30/2023  
 Modified: 09/29/2023 Times Modified:6

Retainage:  
 Bonds in Lieu: N  
 Recalculate cap amount with change orders: Y  
 Recalculate retainage differences with change orders and payments: Y  
 Cap: 0.00  
 Retained to date: 0.00  
 Liquidated: 0.00  
 Permanently withheld: 0.00

Contract Completion Starting Percent	Contract Completion Ending Percent	Percent to Retain
0.000	100.000	0.000

TOTALS:

Original:	334,208.00	Liquidated Amt:	775,160.00
Revised:	775,160.00	Encumb balance:	0.00
Open Req:	0.00		
Open PO:	0.00		
Expended:	775,160.00		
Available:	0.00		
Contingency Amt:	0.00	Avail w/Contingency:	0.00

Report generated: 08/07/2024 08:42  
 User: D.Camacho  
 Program ID: ccentpat

Page 1

## 10. You are done!