University of Houston ◢ Clear Lake
Initiating Contract Payments

Once the contract encumbrance has been entered into PeopleSoft, you will receive an email from Contract Administration giving you the Contract/PO number that has been assigned to that encumbrance.

To initiate payment for services performed under the contract, you must:

1.　　Print a PO Receiving Report. To print the receiver, please see Additional Information Related to Requisitions on the Budget Office training page under Requisition Workflow.

2.　　Indicate in the "Quantity" line whether the payment is "Partial" or "Final." If the payment is indicated as "Final," Accounts Payable will finalize the encumbrance after preparing the voucher for this payment. This will release any remaining monies on the contract encumbrance and no further payments will be allowed on the encumbrance.

4.　　Authorized signatory for the department should sign and date the receiver. This indicates that the terms & conditions of the contract have been met and payment is authorized by the department.

4.　　Scan the receiver and its corresponding invoice(s) and email to AccountsPayable@uhcl.edu and UHCLProcurement@uhcl.edu

　　　The transmittal email should include the PO number in the subject line. Any payment instructions should be noted on the receiver, not just in the email.

NOTE:

➢ Scans should include only one PO, not multiple POs.

➢ Multiple invoices can be paid on one receiver if they have the same payment due date.

➢ If paying multiple invoices on the same receiver, be sure to indicate all the invoice numbers and their amounts on the receiver. The total of the invoices should also be provided.

➢ Deposits and advance payments must be processed on a separate receiver.

➢ If the original encumbrance is split over more than one cost center or account number, be sure to indicate which cost center or account number from which the payment should be made, e.g., "Please pay invoice #1234 for $1,000.00 from line 2."

➢ Contracts are encumbered for the active budget year only. For multi-year contracts, Departments are responsible for processing the yearly encumbrance as needed. To process an encumbrance, follow the *Instructions for Entering Contract Requisitions into Workflow* to process a contract requisition.

➢ To change the amount of the encumbrance or release all remaining funds on a PO, the Encumbrance Adjustment Form should be processed (accessible on the Contracts web page. The signed form, along with the corresponding PO status report, should be scanned and emailed to **AccountsPayable@uhcl.edu** and **UHCLProcurement@uhcl.edu**.

If you have questions, please call Contract Administration at Ext. 2150.

All forms are available on the Contract Administration web page.