Procurement

PO ENUMBRANCE REMOVALS

If you need to remove a PO Encumbrance please follow the instructions below. If you need assistance with PO Encumbrance removals please contact KFS Support by email at <u>kfs@umd.edu</u> or call the helpdesk at 301-405-2603.

Please follow these instructions to remove PO Encumbrances

1. If a payment has been made in KFS the user can select the **"close order"** button at the bottom of the Purchase Order. This will close the Purchase Order and remove the encumbrance.

2. If no payments have been made in KFS to request the removal of this encumbrance in

   KFS:
   a. If the PO was processed by the Department of Procurement those requests go directly to the Buyer (Contract Manager) that completed the Purchase Order.
   b. If the Purchase Order is an Automatic Purchase Order (APO) and the Contract Manager is listed as 'user, kuali' those requests can be emailed to POAmendments@umd.edu.