

# NORTHWESTERN STATE UNIVERSITY

## General Encumbrance Form

Encumbrance Number   E   \_\_\_\_\_ Date \_\_\_\_\_

Document Total \_\_\_\_\_

DD-MM-YYYY

Encumbrance Title \_\_\_\_\_  
 (Purpose of Encumbrance)

Encumbrance Type   Encumbrance  

Vendor ID \_\_\_\_\_

Vendor Name \_\_\_\_\_

Encumbrance Change \_\_\_\_\_

Title \_\_\_\_\_

Date Established: \_\_\_\_\_

Document Reference: \_\_\_\_\_

Document Text    Y    N                      NSF Approval   

(E100 for original encumbrance or E020 for an adjustment or E032 for total liquidation)

Current Encumbrance Amount: \_\_\_\_\_

Seq	JV TYPE	INDEX	FUND	ORG	ACCOUNT	PRG	DESCRIPTION	AMOUNT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Entered by \_\_\_\_\_

Date \_\_\_\_\_

Verified by \_\_\_\_\_

Date \_\_\_\_\_