

2024-2025  
RATIFICATION OF ENCUMBRANCE CHANGE ORDERS  
January 13, 2025

Encumbrance orders authorizing purchases from school funds are reviewed monthly by the Board of Education, in accordance with Oklahoma School Law and the Alternate Accounting System regulations. Upon completion of a purchase, certification of delivery, and receipt of an itemized invoice, adjustment is made in encumbered funds to correspond with actual expenditures. The adjusted encumbered totals are shown in monthly budget reports.

For encumbrances, adjustments are made to purchase orders, to cover freight costs, discounts, or other changes not known at the time of the encumbrance authorization. Also, voided purchase orders are reflected on this report. The encumbered/expended reports reflect those changes in the monthly report. For those items that are adjusted during the month that they are encumbered, the net amount of the adjustments will be reflected on the encumbrance listing. The change order list reports only the changes to purchase orders made after the approval of the monthly encumbrance orders has been made.

In order to provide a more complete report process, a monthly report is provided to the Board of Education to show change orders made during the month. As a result of this report, the Board of Education is able to review and ratify change orders on a monthly basis for changes made on previously approved purchase orders. In accordance with Purchasing and Procurement Policy VI.6160, attached are the reports showing change orders in excess of \$1000. The actual changes to each fund are as follows:

| <u>Fund</u>        | <u>Net Increase (Decrease)</u> |
|--------------------|--------------------------------|
| General Fund FY25  | (\$ 61,136.75)                 |
| Building Fund FY25 | (\$ 42,852.00)                 |
|                    | <hr/>                          |
| TOTAL:             | (\$ 103,988.75)                |

I, Elizabeth Sapp, hereby certify that the amount of change on each encumbrance order number listed has been entered against the designated accounts and the amount of change on each encumbrance order listed is within the authorized balance of said appropriations for the 2024-2025 fiscal year.

*Elizabeth Sapp*

Elizabeth Sapp  
Director of Purchasing

January 13, 2025