

Departments (except DOE) should submit a response to us regardless of whether an extension is requested. Your response should be sent to DAGS Accounting Division no later than January 5, 2024. See below for guidelines:

1. Departments with attached agencies/divisions should consolidate the information into **one request.**
2. All encumbrances should be listed in order by fund, appropriation account, document number/suffix and **justification.** (See attached sample for the required format.)
3. Approved/disapproved signature sections must also be included in your extension request. (See attached.)
4. **If applicable, submit a memo indicating "No Extension Required".**
5. Extension requests and encumbrance lists that do not follow instructions in this memorandum will be returned.

If you have any questions, please call our fund accountants at 586-0636.

Attachment

**ATTACHMENT TO COMPTROLLER MEMORANDUM 2023-23
EARLY CANCELLATION OF 2023 CLAIMS ENCUMBRANCES**

Required Format for Claims Encumbrance Listing:

<u>Apprn Acct</u>	<u>Apprn Lapse Date</u>	<u>Document #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Justification</u>
G-23-001-A	06/30/23	1234-01	Vendor A	5,000.00	Goods received – pending invoice
G-23-001-A	06/30/23	1243-02	Vendor B	3,000.00	Pending travel receipts for 5/1-5/5/23
G-23-023-A	06/30/23	0G22023A	Vendor C	6,000.00	Vacation Payout pending
S-21-212-A	06/30/23	3456-01	Vendor D	3,000.00	Pending statement of travel for 2/15/23
S-21-229-A	06/30/23	3566-02	Vendor E	2,000.00	Project active
S-21-229-A	06/30/23	3566-03	Vendor E	1,000.00	Final payment pending
S-23-355-A	06/30/23	4300-01	Vendor F	4,000.00	Pending receipt of goods
T-23-903-A	06/30/23	6544-01	Vendor G	9,000.00	Services in progress (incl dates)

Format for Approved/Disapproved Signature Section:

Approved Disapproved

Ladea M. Nash, Accounting System Administrator

Dated: _____

Approved Disapproved

Keith A. Regan, Comptroller

Dated: _____