MARYLAND JUDICIARY

ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

February 23, 2017

Good Morning,

Please be mindful that pre-encumbrance balances on requisitions and unused encumbrance balances on purchase orders prevent you from using these funds for future procurement needs. Please review your requisitions; cancel and budget check any requisition that you are not going to submit for processing. Analyze your purchase orders and identify all those that meet the criteria below for closing.

1. Have you received all goods and / or services?
2. Are you satisfied with the Goods and / or Services received?
3. Have you received the final invoice from the vendor?
4. Has the final voucher (invoice) been fully processed in GEARS?
5. Are all receipts fully used?

If your answer is "yes" to all five questions, your PO meets the criteria to be closed. Please complete the PO Close request and forward to Procurement for processing. If you answered "no" to anyone of the questions above, your PO should remain open. Please complete all remaining tasks before requesting PO to be closed.

We ask that you complete this process on a monthly basis and notify Procurement via the PO Close Request page of all eligible POs that you wish to be closed. After receiving your request, Procurement will analyze, close, and budget check all eligible POs. This process should be followed on a monthly basis to help reduce the number of POs outstanding. It will also release **unused** encumbered funds back into your budget.

If you should have any questions, concerns, and or need help with this process; please do not hesitate to contact the Procurement Office for assistance.

Sincerely,

Kevin L. Jones, Deputy Director

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