

Encumbering Funds for Contract Renewals

Per DOAS GPM Chapter 7, Section 7.6.2:

This Job Aid will simplify the process of encumbering funds for contract renewals by creating a multi-year contract PO.

Note: Institutions that do NOT use eProcurement should refer to the section titled "[What to do if my institution does not use eProcurement.](#)" Institutions that use eProcurement should follow the steps below.

Steps for adding a Renewal to an existing PO

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Note: Pri

Encumbering Funds for Contract

