

Late Processing Rationale

<u>FY:</u>	<u>Cost Center:</u>	<u>Amount:</u>
------------	---------------------	----------------

The attached request for payment was recently received by the HR Office, well after the completion of the work. Please complete, attach to document, and return.

Per Minnesota Statutes Section 16A.15 Subdivision 3, funds must be encumbered prior to work being performed. HR should receive request for payment within 10 business days.

Obligation Date: _____ **Obligation Amount:** \$ _____

Instructor: _____

Department: _____

Reason why the obligation was incurred before work was approved?

What corrective action will be taken to prevent the above problem in the future?

Approvals:

College Dean

Date

Academic Affairs Designee

Date

Reviewed by:

Human Resources Director

Date