

THE CONTRIBUTION WE CAN USE

Example account record in USD

$$\text{\$620} - \text{\$400} - \text{\$100} = \text{\$120}$$

Posted – restricted – owed = unrestricted

RESERVATIONS

\$400

Conference
restricted

PRINTING
BILL

\$100

Still owed

UNPAID

APPROVAL REQUEST

REQUESTED AWARD

\$330

Not cash already received

FROM EXISTING FUNDS

\$60

Contribution agreed
for this workshop

$$\text{\$120} - \text{\$60} = \text{\$60}$$

Left uncommitted

THE COMPLETE RECORD

Example account record in USD

Existing funds or obligation	Amount	What it means for this request
Posted account balance	\$620	Starting figure in the example record
Restricted conference award included above	\$400	Reserved for the conference and unavailable for this workshop
Approved unpaid printing bill from an earlier activity	\$100	Still owed and not yet deducted from the posted balance
Unrestricted amount available after those items	\$120	\$620 minus \$400 minus \$100
Contribution agreed for this workshop	\$60	Leaves \$60 uncommitted for other needs

BEFORE PURCHASING

The account balance is not \$620 available for this event. The requested \$330 award is also not included as cash already received. Internal agreement to use \$60 does not settle the campus purchasing authorization.