



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
DIVISION OF ACCOUNTS



LIQUIDATE (DEOBLIGATE) FULL OR PARTIAL ENCUMBRANCE

TRANSACTION CODE: 220

DOCUMENT NUMBER **
(P.O., Work Request, Requisition or Contract No.**)

ACCOUNT NUMBER:

AMOUNT TO LIQUIDATE / DEOBLIGATE: { }

EFFECTIVE DATE
(Date Liquidation takes effect):

VENDOR NAME:
(BLANK for Requisitions)

VENDOR NUMBER:
(BLANK for Requisitions)

* **IMPORTANT:** The following **must be attached:** **1)** A copy of the document being de-obligated; **2)** a screenshot of the current balance from the FIRM400 (aka AS400); **and, 3)** Release of Claim Form ROC-001 or "other proof" (ex: email) **from Vendor** releasing obligation.

**** PLEASE ENSURE COMPLIANCE WITH THE INSTRUCTIONS for FORM ACC-LIQ001 (May-2019).**

JUSTIFICATION:

PREPARED BY:

Name & Title Signature Date

APPROVED BY:

Name & Title Signature Date

FOR DIVISION OF ACCOUNTS ONLY

Received By / Date

☐ = Reviewed

☐ = Deobligated

Processed By / Date