

LWAF Commitment Form

Commitment # _____

Commitments represent money that has committed to a task for which a bill has not yet been paid. It is an actual expense, and will eventually show as such when a bill is received and a check is written. By posting commitments to the books, we have a better understanding of where we stand relative to budgeted expenses versus actual expenses. Committed expenses can be estimates. When the bill is paid, whatever the estimated committed expense is, it is deleted from committed expenses for the account in question. Small committed expenses need not be submitted by cost account managers, but large committed expenses should be.

# ¹	Item Description	Account ID ²	Grant/Project ID ³	Amt ⁴

 Submitted by Date Authorized by Date*

1. This number, assigned by the Treasurer is unique. For new commitments, it provides an number for identifying that commitment. For existing commitments, this identifies the commitment to be deleted or decremented.
2. Identifies the account to which the committed dollars will be charged
3. Identifies the grant or project if this cost is specific to a project which is a cost center.
4. The amount to be added or subtracted from the appropriate account. If positive, the cost has been committed, but not yet paid. If negative, it means a bill has been paid and this amount of committed cost must be subtracted from the appropriate cost center(s).