



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	11	PROJECT COSTING	Effective Date	7/1/2015
Sub-section	05	Encumbering Capital Project Contracts	Revision Date	3/31/2015
SAM Ref	7-5, 7-7			

BACKGROUND

Major capital project contracts are predominately managed by project managers in the Department of Administration’s Division of Facilities Development (DFD). These contracts are entered into the DFD’s internal project management system, WisBuild. Nightly, WisBuild converts these contracts into purchase orders and interphases them into STAR where they subsequently approved by DFD fiscal staff.

State agencies can also enter their own purchase orders encumbering spending authority in capital projects.

POLICIES

1. State agencies may enter and liquate agency purchase orders against capital projects, but these require approval by the DFD project manager.
2. Except for transportation projects administered by the Department of Transportation and environmental repair projects administered by the Department of Natural Resources, major contracts will be administered by DFD.
3. The encumbrance roll from the old year to the current year for capital projects will take place each July 31 in accordance with s. 16.52(5) state stats.
4. If necessary, account coding modifications to DFD purchase orders will be made by DFD at the agency’s request

PROCEDURES

Additional procedures pending.