



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 3, 2022

COMMITTEE ON BUDGET AND EMPLOYMENT

Mr. Brian A. Perkovich, Executive Director

Authorization to execute change orders to decrease purchase orders or carryforward FY2021 encumbrances to FY2022

Dear Sir:

The attached list of purchase orders have encumbered funds designated for fiscal year (FY) 2021. The District is requesting authorization to execute change orders required to decrease the encumbered funds for FY2021 for these purchase orders. Some of the change orders will result in the respective purchase order being closed.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute said change orders.

Funds will be restored to Funds 101, 201, 401, 501, and 901, where appropriate.

If the FY2021 encumbrance is required for FY2022, the District is requesting authorization to carryforward the encumbrance to FY2022, to cover obligations in 2022 which were anticipated and appropriated in the 2022 Budget. The Budget Office will perform this task after final change orders to decrease the FY2021 encumbrances are completed.

It is hereby recommended that the Board of Commissioners authorize the Administrative Services Officer to execute said carryforward process.

Funds will be encumbered in Funds 101, 201, 401, 501, and 901, where appropriate.

Requested, Shellie A. Riedle, Administrative Services Officer, IG:AM

Recommended, Brian A. Perkovich, Executive Director

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for February 3, 2022

Attachment