NH FIRST
Using RQ10 for Encumbrances: G&C, Multi-Year and Adjustments

NH FIRST RQ10 Requisitions & Encumbrances, G&C, A10 Forms, etc.
The implementation of NH FIRST includes the RQ10 Agency Requisitions form designed to facilitate all encumbered procurement activity including:

1. Encumbered procurement requiring DAS P&P facilitation of state purchasing;
2. Encumbrances associated with Governor & Executive Council (G&C);
3. Multi Year Encumbrances
4. Adjustments to encumbrances.

Additional policy details are available in the Manual of Procedures section MOP 2700 Section V now available on SunSpot.

1 Routine Encumbered Purchasing
When an agency needs to pursue routine procurement via the state purchasing process, supporting documents such as agency specifications and documents generated by vendors need to be electronically attached to the NH FIRST RQ10. This can be accomplished by uploading the documents in their original softcopy form or by scanning the documents into electronic image files and then uploading them for attachment to the RQ10.

2 G&C Submissions
The G&C packages do not need to be scanned at this time because the G&C plans to continue to operate using the hardcopy submission from agencies. Agencies will continue to prepare hardcopies and submit them to G&C via the respective DAS Business Supervisor.

The timing of when an agency decides to input the G&C RQ10 form in NH FIRST will determine what can and should scan and attach to the form.

The following instructions apply to all G&C items & RQ10 forms for the month of July 2009 - beginning in August 2009, agencies will have the option of following these instructions or those described immediately below this section. If the Agency chooses to wait until the item appears on the G&C agenda and has G&C number assigned before input of the RQ10, then you will need to make sure the RQ10 form in NH FIRST is annotated with the G&C number.

Beginning in August, if the agency wants to effect a hard commit of funds in the system at the outset of the process, the RQ10 can be input early (i.e. prior to it appearing on a G&C agenda and having a G&C number assigned) - in this scenario the agency would not scan or attach anything to the RQ10 but would need to make sure the hardcopies are marked with the associated RQ10 number.

Please note: after the G&C agenda is published agencies must add the G&C date and agenda item number to the NH FIRST RQ10 entry. This can be added as a comment attachment.

In either case, this is a cross reference designed to ensure the DAS Business Supervisor/BOA and anyone else facilitating the process can quickly associate the G&C hardcopies with your RQ10 form in NH FIRST.

3 Multi Year Encumbrances
Beginning at the opening of SFY2010, all agencies need to use the NH FIRST RQ10 requisition form to create **all** SFY2010 encumbrances including carry-over G&C items. **Please note:** SFY2009 encumbrances with encumbered balances will be converted. When the SFY2009 encumbrances are converted, they will generate new PO numbers these will serve as the point of reference on which to base the new SFY2010 RQ10 encumbrance.

4 Adjusting Encumbrances
For adjustments to encumbrances that were facilitated using the A10 form prior to SFY2010, agencies will no longer need to complete the hardcopy A10 and send that paperwork to BOA. Beginning in July 2009, agencies needing to adjust existing encumbrances should do so by writing instructions and sending them via email or memo from the appropriate agency power-of-attorney to DAS-BOA to the following address: kira.hageman@nh.gov OR Melanie.laporte@nh.gov This may also be done through a memo.
Email or memo must include PO, vendor, line #(s), appropriation info (company/Agency/AU/Acct/job number,etc) and dollar amount.

Please note: when an encumbrance adjustment is being used to "adjust balance between fiscal years", these items require business supervisor approval prior to submission to BOA

Softcopy Attachments & Scanning Documents
Softcopy process options:
In accordance with the Manual of Procedures, all supporting documents for state purchasing associated with RQ10 agency requisitions need to be attached in softcopy to the RQ10 form itself in NH FIRST.

This can be accomplished by uploading softcopy supporting documents (i.e. files already Microsoft Excel, Microsoft Word, PDF or otherwise imaged in acceptable format) and linking them to the RQ10.
Or

If an agency is holding the supporting documents in only hardcopy form, the agency can scan into an acceptable format and upload to link to the RQ10.

Or

If an agency does not own or have access to a scanner, the agency can use the scanner at P&P to accomplish the same.