

**STATE OF MINNESOTA**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**16A.15 Form**

(Based on Minnesota Statute §16A.15)

College/University/System Office: \_\_\_\_\_

Division / Department: \_\_\_\_\_

Vendor / Contractor  
Name: \_\_\_\_\_

**I. NO OBLIGATION INCURRED PRIOR TO ENCUMBRANCE OR CONTRACT EXECUTION**  
(Minnesota Statute §16A.15, subd. 3)

I certify work has not started as of \_\_\_\_\_ and will not begin until this contract is fully executed.

Signature of Person  
Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

**II. OBLIGATION INCURRED PRIOR TO ENCUMBRANCE**  
(Minnesota Statute §16A.15, subd. 3)

Total Contract Amount: \$ \_\_\_\_\_ Obligation Date: \_\_\_\_\_ (when work started)

Reason why obligation was incurred prior to funds being encumbered and contract being executed:

What corrective action will be taken to prevent violation of M.S. §16A.15, subd. 3, from occurring in the future?

Signature of Person  
Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  
Authorized Official:\* \_\_\_\_\_ Date: \_\_\_\_\_

Georges Tippens – Vice President of Finance

\*as stated in Delegation of Authority Letter

Minnesota Statute §16A.15, subd. 3. Allotment and encumbrance. (a) A payment may not be made without prior obligation. An expenditure or obligation authorized or incurred in violation of this chapter is invalid and ineligible for payment until made valid. A payment made in violation of this chapter is illegal. An employee authorizing or making the payment, or taking part in it, and a person receiving any part of the payment, are jointly and severally liable to the state for the amount paid or received. If an employee knowingly incurs an obligation or authorizes or makes an expenditure in violation of this chapter or takes part in the violation, the violation is just cause for the employee's removal by the appointing authority or by the governor if an appointing authority other than the governor fails to do so. In the latter case, the governor shall give notice of the violation and an opportunity to be heard on it to the employee and to the appointing authority. A claim presented against an appropriation without prior allotment or encumbrance may be made valid on investigation, review, and approval by the agency head in accordance with the commissioner's policy, if the services, materials, or supplies to be paid for were actually furnished in good faith without collusion and without intent to defraud.