Mail forms to: Florida Department of Education Bureau of School Business Services Fixed Capital Outlay Office 325 W. Gaines St. - Room 824 Tallahassee, Florida 32399-0400 Phone: 850-245-0495 Fax: 850-245-9135 Email: askfco@fldoe.org	**FLORIDA DEPARTMENT OF EDUCATION** Bureau of School Business Services Fixed Capital Outlay Office CAPITAL OUTLAY REQUEST ENCUMBRANCE AUTHORIZATION (Instructions on Reverse)	FCO USE ONLY

1. Agency Name	2. Agency Number	3. Fund Names: ☐ 00 PECO ☐ 03 General Revenue ☐ 01 Capital Improvement Fees ☐ 05 Lottery ☐ __ Other:_____ (Specify fund name and number)	4. Agency Contact Name: (Please Print)

5. Date Completed:

Month   Day   Year

6.
Phone:
Fax:
Email:

7. Project Identification:

8. Agency Application:

Fiscal Year Appropriation	Division Number	Project Code Number	FDOE Project Name	Name of School/Facility as shown on current approved survey	Phase Code	Amount Requested	Date Encumbrance Needed

Signature of Superintendent, College President or University President_____

The above signature certifies that the projects listed above comply with sections 1013.01(16), 1013.31(2), 1013.64(5) and (6)(a), 1013.65(8), F.S., or other applicable laws.

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR ENCUMBRANCE AUTHORIZATION FORM – FCO 352

General Instructions

1. Complete the request online in the PECO system or prepare form FCO 352 for each fund source being requested (download is available at: http://www.fldoe.org/core/fileparse.php/7735/urlt/0075383-form352.doc).

2. Each request should be submitted 30 days in advance of requesting a cash disbursement of the same funds. Forms will be processed within five working days of receiving the request. Submit forms to:

    Florida Department of Education
    Bureau of School Business Services
    Fixed Capital Outlay Office
    325 W. Gaines St. - Room 824
    Tallahassee, FL 32399-0400
    FAX 850-245-9135
    Email askfco@fldoe.org

Specific Instructions

1. Agency/District Name: Enter the district/college name
2. Agency Number: Enter the three digit FDOE agency number.
3. Fund Name: Check source of funds for encumbrance.
4. Agency/District Contact Signature: Signature of person that is responsible for completing the report.
5. Date Completed: Enter date form was completed and signed.
6. Phone/Fax Numbers: Enter phone & fax numbers of person who completed the form.
7. Project Identification: Enter this information from the form FCO 442 (Cash Disbursement Request) that is mailed to your agency each month.

    Fiscal Year Appropriation: Enter fiscal year funds were appropriated by the Legislature (e.g., 14/15).
    Division Number: Enter two digit FDOE division number
    Project Code Number: Enter four digit alpha numeric code number assigned to the project as found on form FCO 442 for the district.
    FDOE Project Name: Enter the project name as found on form FCO 442 for the district.

8. Agency Application: Information is supplied by the agency concerning where and how the encumbrance will be applied.

    Name of School/Facility: Enter the name of the school or building at the local level where the encumbrance is being requested. This name should be consistent with the name found in the district's or college's facility plant survey.

    Phase Code: Enter the number from the list below that indicates the phase of the project.

05	Repayment of projects or loans
10	Acquisition of existing buildings and land
15	Site acquisition
20	Water supply & sewage - existing site
25	Planning
30	Construction
35	Planning and construction
40	Equipping
45	Planning, construction and equipping
50	Construction and equipping
55	Site, planning, construction and equipping
60	Maintenance and repair
65	Renovation
70	Remodeling
75	Remodeling and renovation
80	Roof replacement
85	Site development
90	Site improvement
95	Site improvement incident to new construction

    Amount Requested: Indicate the amount of funds requested for each encumbrance authorization. A requested decrease should be shown with ( ).

    Date Encumbrance Needed: Enter the month, day and year the request is needed. Allow at least 5 working days for each encumbrance to be processed.