Select as appropriate:

- **Firm Fixed** – if the quote will match the final billing
- **Not To Exceed** – If the quote denotes NTE or time & materials basis
- **Best Guess** – If you don’t have a quote at all and need to guess at the amount required
- **Increase to Previous** – If you have previously requested an encumbrance for the same job/work order.

At least one of these is required:

- Project number
- Index/Activity (if available)
- Work order number

Total encumbrance requested (if multiple quotes, total of all quotes)

Today’s date

The person requesting the work

Name of company doing the work

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Keep form in Microsoft Word format, and submit to capcon@uoregon.edu