

How do I get my encumbrance released?

Problem

I returned an item with Amazon and need to get my encumbered funds released

Solution

Items purchased in YoMart will have their funds encumbered in Banner. You can contact someone from Purchasing for additional help on releasing these.

1. Once the [return process in Amazon](#) is complete, proceed to the PO in YoMart
2. Click the **Comments** tab
3. Click **Add Comment** and enter a comment with the following return information
 - a. Statement that the process is complete in Amazon
 - b. PO line number(s) and item description
 - c. The dollar amounts that need to be released for each line item
 - d. Statement that the encumbrance needs to be released in Banner
4. Send to contacts - Chad Hicks, John Wall and Walt Parsons

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