

HOW TO COMPLETE THE PURCHASE ORDER CHANGE REQUEST FORM

1. **Requestor:** Enter the name of the person requesting a change on a purchase request or a purchase order.
2. **Vendor:** Enter the name of the vendor used on the Purchase Request/ Purchase Order.
3. **Phone Number:** Enter the phone number of the person requesting a change order
4. **PR #:** Enter the Purchase Requisition Number.
5. **Site/ Dept:** Use drop down box to enter the requestor's school site location or department.
6. **PO #:** Enter the Purchase Order Number.
7. Check one or more boxes to indicate the change(s) to be done on the Purchase Order.
 - Increase PO
 - Decrease PO
 - Close/ Cancel PO
 - Description Update
 - Add Line Item
 - Update Quantity
 - Add Budget Number
 - Change Budget Dollar Amount
 - Change Budget Number
 - Change Vendor Information
8. **Reason for Change:** Enter a description of the change(s) that will need to be completed on the PO.
9. Filling out the information on the grid:
 - Line Item:** This is the line item number that is listed on the PR/PO. (Ex: 001, 002, ex)
 - Qty:** This is the quantity that you have listed on the PR/PO. If the quantity will need to be increased then you would put the new quantity amount here.
 - Product Description:** Enter a brief description of the line on the PO. This is to ensure that the correct line is being adjusted.
 - Account #:** Enter the entire 14 digit account number that was used when creating the PO.
 - Original Dollar Amount:** The current amount listed on the PO
 - New Dollar Amount:** If the dollar amount will adjust enter the new dollar amount here.
10. **Board Approval Date:** Enter the board approved date.
11. **Bid#:** Leave Blank
12. **Contract#:** Leave Blank
13. Indicate if the vendor needs a copy of the updated purchase order.
14. **Authorized Signature:** Change Order form must be signed by the Requestor for the change(s) to be processed.