



Change Order Request Form

Single Accounting Distribution (FOAP)

Use this form to request a Change Order on a Purchase Order which has only one accounting distribution (FOAP) and one sequence. If you will be increasing and/or decreasing more than one line item be sure to complete a new form for each additional line item.

Instructions:

- (1) Check your budget availability (FGIBAVL) before completing this request.
- (2) Review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit. If sufficient budget is available and your PO isn't in deficit, proceed with request.

1. Date of Request: _____
2. Purchase Order Number: _____
3. Name of Vendor: _____

Accounting Distribution Information

[Fund-Org-Acct-Program]

4. **Current** Accounting Distribution (FOAP): _____
5. **NEW** Accounting Distribution (FOAP): _____ (if applicable)

Historical Financial Information (use FGIENCD to view previous changes)

6. **Original** Purchase Order Amount (PORD):
7. Previous Change Order(s) (CORD): (if applicable)
8. **Current** Purchase Order Balance (FGIENCD):

**Submit a separate Single Accounting Distribution Change Order Request form for each additional Line Item.*

9. **INCREASE** Line Item # _____ by:
10. **DECREASE** Line Item # _____ by:
11. **NEW** Purchase Order Balance (FGIENCD):
(Current PO Balance +/- This Change Order)

12. **NEW Purchase Order Amount:**
Original Purchase Order Amount (PORD): +/- Previous Change Order(s) +/- this Change Order

13. **Reason For Change:**

14. Requested by: _____
15. College/Department: _____
16. Managerial Approval: _____